Cooperation agreement

08.03.2017

IGEM 2017

University of Southern Denmark

Agreement between the following: Malte Andersen, Frederik Neergaard, Jonas Eriksen, Lene Thomsen, Felix Pedersen, Sarah Jørgensen, Emil Søndergaard, Sofie Mortensen, Ellen Gammelmark, Emil Hansen, Emil Jørgensen, Frederik Højsager, Thøger Krogh (supervisor), Tim Munk (supervisor), Patrick Andreassen (supervisor), Tina Kronborg (supervisor) & Mikkel Jørgensen (main supervisor).
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purpose</td>
<td>2</td>
</tr>
<tr>
<td>Team composition</td>
<td>2</td>
</tr>
<tr>
<td>Participants</td>
<td>2</td>
</tr>
<tr>
<td>Supervisors</td>
<td>2</td>
</tr>
<tr>
<td>Internal team structure</td>
<td>3</td>
</tr>
<tr>
<td>Team Goals</td>
<td>3</td>
</tr>
<tr>
<td>Cooperative culture</td>
<td>4</td>
</tr>
<tr>
<td>The team's goals for cooperation</td>
<td>4</td>
</tr>
<tr>
<td>Problem handling procedure</td>
<td>4</td>
</tr>
<tr>
<td>Our Expectations of the supervisors</td>
<td>5</td>
</tr>
</tbody>
</table>
Purpose

To ensure a healthy environment that encourages a high standard in both work and social endeavours, the participants from iGEM at the university of Southern Denmark, have designed this cooperation agreement. By signing this cooperation agreement, the participants and supervisors agree to follow the guidelines and procedures described within.

Signatures have been attached to this document.

Team composition

The team is composed of 12 participants and five supervisors.

Participants

- Malte Andersen
- Frederik Neergaard
- Jonas Eriksen
- Lene Thomsen
- Felix Pedersen
- Sarah Jørgensen
- Emil Søndergaard
- Emil Bøgh Hansen
- Sofie Mortensen
- Ellen Gammelmark
- Emil Jørgensen
- Frederik Højsager

Supervisors

- Thøger Krogh
- Tim Munk
- Patrick Andreassen
- Mikkel Jørgensen
**Internal team structure**

The team is build on the philosophy, that no member holds a bigger mandate than their peers. However, the team has taken steps to avoid deliberating future decisions. For this purpose, the team will be divided into groups with different focuses. These groups are in no way set in stone, which is why any team member is free to participate in multiple groups, as well as change groups along the way. The purpose of the groups is to allow people with talents in different areas, to focus these talents towards the optimal goals. Furthermore, the groups will be able to present their findings and knowledge for the entirety of the team, if a decision cannot be reached within the group itself. The groups can internally lay down a hierarchy within reason, if the need arises.

The following groups will initially be established:

- Lab group
- Kommunikations group
- PR group
- Wiki group
- Modelling group
- Ethics group

The groups are dynamic, and can always be divided, merged together or removed entirely.

**Team Goals**

Initially, the team has the following two goals:

- Win **gold** in our given category
- Win a prize, such as best wiki
Cooperative culture

The team’s goals for cooperation

The team cooperation is founded upon honesty, ambition and understanding.

Honesty manifests itself in the interaction between team members, in such a way that everyone has the right to say no or yes to their peers. One of iGEMs core principles is that our summer is to be a fun one. That is why we strive to have an honest team, where people aren’t afraid to say what they mean, without fearing negative repercussions.

Ambition manifests itself in the team’s established goals. The team agrees that a lot of hard work lies within our immediate future, which is why it’s important that the team is there to motivate one another. Motivation can manifest itself in a variety of ways, but it’s important that the group is there to support one another. Individualism is to be discouraged for the same reason, even when burdened by work and other matters.

Understanding manifests itself in how we treat one another in the middle of the hardests of working hours. Every single team member are resourceful in their own way. Everyone hails from different backgrounds, and can contribute in different ways. Knowing this, it’s imperative that the team accepts that one who works outside of the lab, might not put as many hours into iGEM, as someone who does work in the lab. After all, 40 hours a week is not inherently worse than 60 hours a week, as long as the quality of the product is sound.

Problem handling procedure

Considering the amount of hours the team will be working together, conflicts are unfortunately unavoidable. The team has agreed to adhere to the following procedure when a conflict arises.

1) Petty conflicts are resolved internally in the team.
2) Should a bigger conflict arise, the team will notify Tim, so that he knows what is happening.
3) Should an even heavier conflict arise, the team will have Tim participate in the handling of the affair. The reason for this decision is that Tim is external to the team, which gives him a more objective and nuanced judgement than the team.

It is however important to note, that Tim is neither the first nor the last solution to a conflict. Contacting Tim should never be associated with conflicts or problems. He is an external resource, that the team can make use of in conflict handling.
The team has agreed that punishment of participants will not be an acceptable way of handling conflicts. Conflicts will be resolved by communication and understanding of the many factors that may be involved.

**Our Expectations of the supervisors**

The team has the following expectation to the supervisors:

1. That they will assist us to the best of their abilities when called for.
2. That they will be available.
3. That they can function as tie-breakers when a decision cannot be reached between the participants.
4. That they can help us get back on track when we derail.
5. That they speak up if they believe us to expect too much from them.
6. That they allow us to ask them “dumb” questions.