AguaClara Student Team Leader Post Semester Responsibilities

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Grading

Work out a plan with Monroe to help with grading. There will be wiki reports to review, peer evals to distill, and individual contribution pages to read through. Generally you should read through everything first and narrow down the important information for Monroe.

Organizing for Next Semester

- Ensure that the following semester's Team Leader has administrative status for wiki work. Those permissions can be added here

- Clean up the surveys on GoogleDocs and move this year's responses to a new tab while creating a clean sheet for next year.

- Compile the Challenges for Future Semesters from each team's space into one document by using the *include* wiki coding, which you can easily see by editing the previous year's page.

- Try to create a new syllabus and roster for the upcoming semester to lighten the load for the incoming team leader.

- Read through the wiki and look for pages that have become orphaned or lost. You will probably find some pages that haven't been done correctly in the end-of-the-year haste.

Passing on Leadership

Schedule a meeting with the incoming team leader to go over what they should be prepared for. Try to explain the ins and outs of the project and how sometimes you have to take some less-intuitive actions to get the best results. For example, always give a due date for everything. People will always get more done even though you are just creating an artificial hinderance for them at times.

Update Team Leader Responsibilities for any changes to the Team Leader tasks. Review each of the task pages and make sure that they reflect the current responsibilities of the team leader.