

Subteam Lead

Subteam Lead Responsibilities

General

- Provide mentorship to new team members as well as returning team members (check for comprehension and take appropriate steps to guide growth)
- Maintain high standards and high expectations; hold team members accountable by letting team members know when they are not performing well
- Insist that expert team members empower novice members (see [Novice-expert continuum](#)) and seek out the appropriate [experts](#) with questions (not just Monroe)
- Maintain regular electronic communication with team members as well as face-to-face meetings
- Identify impediments to progress (team conflict, lack of accountability, etc.) and take active steps to address those impediments

Beginning of the Semester

- Participate in beginning of the semester trainings
- Meet within the first two weeks of class as a team in an informal setting (over lunch for example)
- Schedule 10 hours a week for subteam using google calendar
- Setup meeting times between RA's and team
- Explain subteam's goals to other team members

Weekly

- Compose an email to all team members that:
 - Assigns everyone well defined task(s) for the week and appropriate resources to successfully complete those tasks
 - Is copied to your RA/TL
 - Includes deadlines (which can be revised if necessary)
 - Includes upcoming due dates for team assignments (See [syllabus](#))
 - These can be found in both the syllabus and weekly emails

Mid Semester

- Guide reflective discussions on the team interaction effectiveness to foster improvement (feedback session)
- Based on feedback, make changes to improve how the team functions
- Enforce 10 hours a week for each subteam
 - Report to RA/TL if members are not carrying out 10 hours a week

End of Semester

- Ensure all assignments are completed and compiled
- If something is left undone, it is your responsibility to facilitate its completion