

C2M Roles & Responsibilities

TEAM LEAD	TEAM MEMBERS
Team Formation	
<ul style="list-style-type: none"> • Help recruit qualified and passionate team members. • Help present projects at C2M information session(s). • Select team members in conjunction with faculty. 	<ul style="list-style-type: none"> • Submit a ranking of project preferences (we will make every effort to assign you to one of your top choices). • To facilitate team formation and a rapid project start, please note that C2M DOES NOT ALLOW ADD/DROP.
Team Kickoff	
<ul style="list-style-type: none"> • Schedule a scientist(s) meeting during the 1st week of class. • Prepare an info package for your team by the 1st day of class (include publications, articles, & tech transfer docs). 	<ul style="list-style-type: none"> • Prepare for 1st class and meeting with scientist(s). • Cooperate with TL on scheduling meetings (coordinating everyone's schedules can be challenging).
<u>Project Management</u>	<u>Project Work</u>
<ul style="list-style-type: none"> • Commit to 2 additional hours/week (average 10-12). • Set an effective 15-week schedule and manage progress toward high quality deliverables. • Work with team members to ensure that project tasks and assignments are completed on time. • Coach team on best practices. • Communicate regularly and effectively with students, instructors, scientists, and technology transfer staff regarding project status and requirements. • Serve as the logistics point person who organizes (well in advance) regularly scheduled meetings with the team, instructors, and scientist(s). 	<ul style="list-style-type: none"> • Commit to 8-10 hours/week on average (including class). • Conduct high quality market research and informational interviews; provide concise summaries of written and oral sources for your team. • Contribute your best work toward high quality interim and final deliverables. • Remain engaged throughout the project, and reliably complete your project tasks and assignments in a timely manner and to the best of your ability. • Work cooperative with your team lead and actively challenge you team's thinking; help fellow team members to improve their work products.
Team Health	
<ul style="list-style-type: none"> • Foster an enthusiastic "can do" spirit within the team. • Craft an effective and equitable division of labor based on team member skills and course learning goals. • Support team members' personal development objectives. • Facilitate team problem solving, coaching the team through pivots and other mid-course corrections. • Respond promptly to team member questions & requests. • Serve as a thought partner for individual team members' work streams. • Conduct one-on-one meetings to check in with individual team members. • Monitor team dynamics and enlist timely coaching in the event of difficulties. 	<ul style="list-style-type: none"> • Contribute to a collaborative working environment. • Pull your weight, and contribute the knowledge and skills you bring to your team. • Actively contribute to team progress and problem solving. • Remain open to the inevitable pivots and other mid-course corrections. • If you disagree with a direction, state your case and give the team an opportunity to debate; then work constructively with the direction that is chosen. • Avoid passive aggressive behavior; confront issues candidly and respectfully. In particular, treat your team lead with respect, and address issues openly rather than seek to undermine his/her authority.
Additional Duties	
<ul style="list-style-type: none"> • Attend team lead meetings with faculty for C2M briefings, best practices, and troubleshooting. • Facilitate appropriate cross-team collaboration. • Provide input to faculty on team member performance. 	