

## HAAG Weekly Report (Admin/Higher Ed)

### Time-Log

What did you do this week?

- Attended All Hands admin meeting
- Created new progress tracker survey for 26 Spring semester
- Reviewed enrolment sheet
- Attended Dr.Weigel regroup meeting and coordinated with Dr.Anani to take over
- Signed up for Assessment paper submission for L@S

What are you going to do next week?

- Work on the L@S submission paper
- Attend admin meetings
- Work on new tasks as needed

Blockers, things you want to flag, problems, etc.

- No blockers

### Abstracts:

N/A

### What did you do and prove it

This week, I attended admin meetings for HAAG admin and for Dr.Weigel group. Created new progress tracker survey for 26 Spring semester and updated enrollment sheet with advisors responses. I also signed up to collaborate on L@S submission paper (Scaling Assessment). I participated in discussions with admin team members on how to improve teams' progress tracking using task management tools.

### Proof:

- Attendance in Team's meetings (Automation Unit Weekly Meeting)
- Spring 2026 Progress Tracker Survey in [Qualtrics](#)

Week 03: January 26–30, 2026

Dima [dnabhani3@gatech.edu](mailto:dnabhani3@gatech.edu)

- Slack notifications in # **progress-tracker-clear-advisors** channel



## Results Visualization



- **Survey**



The image shows a digital form titled "Weekly Advisor Check-In" from Georgia Tech. The form is set against a dark blue background with the Georgia Tech logo at the top. The text on the form instructs users to complete the form weekly to report on their team's researchers' performance and progress toward publication. It specifies that evaluations should be based on team meetings or weekly reports submitted in the project Slack Channel. A note states that the check-in should only take a few minutes. Below the instructions, there is a text input field for the user's full name. Then, there is a section titled "Which Lab are you reporting on?" with a list of lab names: Alexander, Porto, Stroud, McGuire, Freeman, Handika, Postiglione, Mukhopadhyay, Mussman, Bree, and Dey. Each name is in a light gray button. At the bottom right of the form, there is a dark blue button with a white right-pointing arrow.

- **Notifications:**

---

 **Qualtrics** APP 10:27 AM  
✔ Team Status Alert:  
Lab: **Dey**, Project: **AI for Mental Health**, Advisor: **Samuel Ruiperez-Campillo**, Status: **On Track**  
This is a notification for On Track teams. 

 **Qualtrics** APP 10:59 AM  
✔ Team Status Alert:  
Lab: **Alexander**, Project: **Bankruptcy Docket**, Advisor: **Sayak Chakrabarty**, Status: **On Track**  
This is a notification for On Track teams. 

 **Qualtrics** APP 11:41 AM  
✔ Team Status Alert:  
Lab: **Stroud**, Project: **Lizard Class**, Advisor: **Ilia jahanshahi**, Status: **On Track**  
This is a notification for On Track teams. 

---