

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](#)

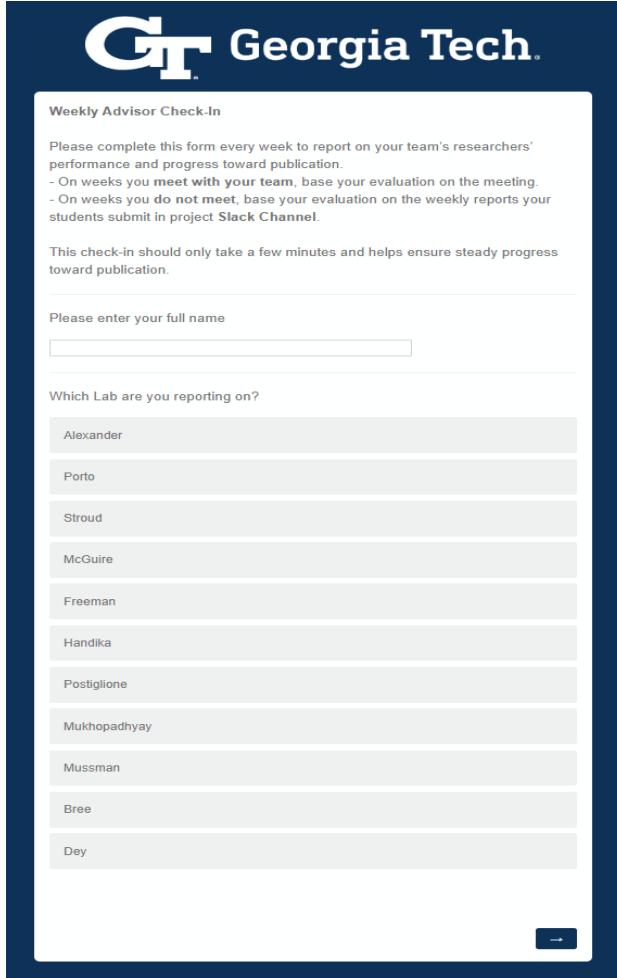
Week 03: January 26–30, 2026

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

Results Visualization

- Survey



The image shows a screenshot of a web-based survey titled "Weekly Advisor Check-In". At the top, the Georgia Tech logo is displayed. Below it, the title "Weekly Advisor Check-In" is centered. A descriptive text asks users to complete the form every week to report on team researchers' performance and progress toward publication. It specifies that on weeks you meet with your team, base your evaluation on the meeting, and on weeks you do not meet, base your evaluation on the weekly reports your students submit in project Slack Channel. A note below states that the check-in should take a few minutes and help ensure steady progress toward publication. The form includes a text input field for "Please enter your full name" and a dropdown menu for "Which Lab are you reporting on?". The dropdown menu lists ten options: Alexander, Porto, Stroud, McGuire, Freeman, Handika, Postiglione, Mukhopadhyay, Mussman, and Bree. A "Dey" option is also present at the bottom of the list.

- Notifications:

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- XM 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. 
- XM 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. 
- XM 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. 
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