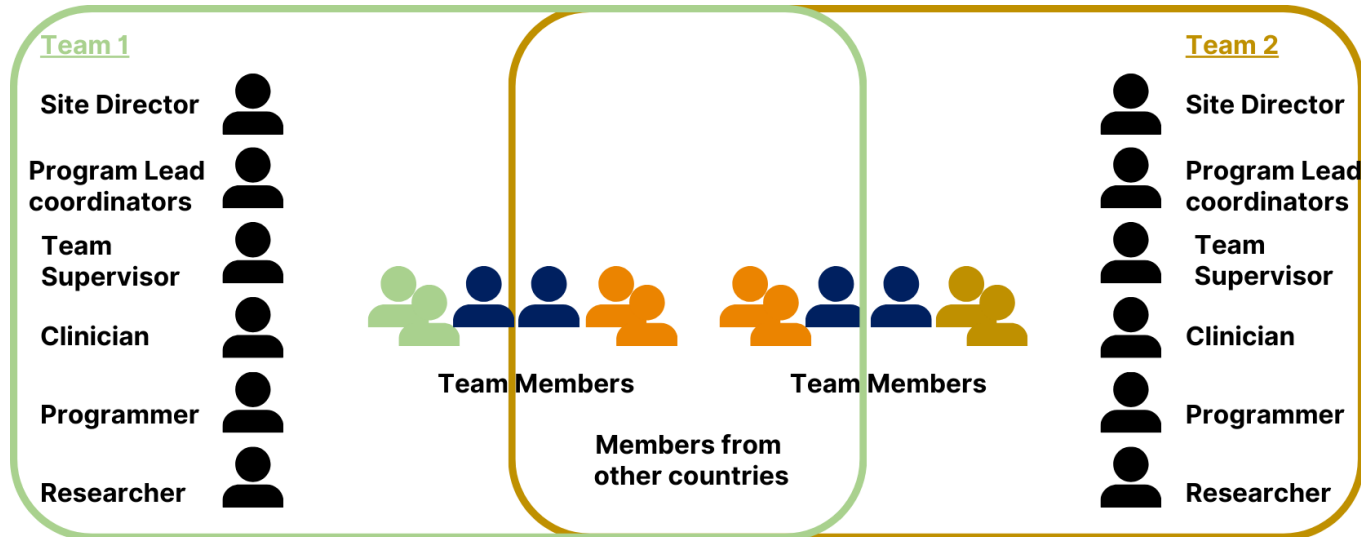




SPARK (Sprint AI Training for African Medical Imaging Knowledge Translation) Academy

Training for Change, from
to Practice

Team Composition



Each team is comprised of:

- 1 Site Director (*akin to a lab director*)
- 1 Program Lead Coordinator (*akin to a lab manager*)
- 1 Team coordinator (*akin to a lab's postdoc or senior research associate*)
- 1 Team Captains (*akin to a lab's senior PhD student*)
- 2-3 Programmers (*akin to lab members*)
- 2-3 Clinicians (*akin to lab members*)
- 2-3 researchers (*akin to lab members*)

Roles of Each Team Member:

Site Directors: Responsibilities

- **Event Logistics Support (Only for Onsite Teams):** Ensure a safe and secure venue with a reliable power supply. Secure Wi-Fi connectivity for training. Receive and distribute training materials (e.g., t-shirts, banners). or receive a specific budget to handle the event (e.g. print t-shirts, catering)
- **Training Oversight:** Oversee the training sessions at the site.
- **Local Principal Investigator (PI) Role:** Assist in editing conference papers and manuscripts for teams.
- **Authorship:** Joint senior author on team journal papers. Second-to-last author on conference papers.
- **Promotion & Recruitment:** Promote the academy locally and help recruit trainees.

Program Lead Coordinators

Overview: Program Lead Coordinators oversee the day-to-day operations of the SPARK Academy, acting as a bridge between the **program chairs** and the **team coordinators**. They ensure that each team is on track with their learning goals and assignments, addressing any operational issues that arise.

Responsibilities:

- **Team Management:** Supervise the **team coordinators** and ensure the teams are performing well and following through on responsibilities.
- **Schedule & Curriculum Oversight:** Ensure that weekly materials, assignments, and schedules are followed by the teams and make sure that the team coordinators understands and deliver the materials well
- **Mid-Week Check-Ins:** Hold regular check-ins with **team coordinators** during the week to track progress and address any issues.
- **Student Engagement:** Support and motivate students, ensuring they stay engaged with the program.
- **Attendance monitoring:** Check that the team coordinators are regularly tracking attendance.
- **Reporting to Program Chairs:** Provide weekly updates to **program chairs** on the progress of each team, including any challenges or successes.

- **Conflict Resolution:** Address any challenges or conflicts that arise within the team, collaborating with **team coordinators** for solutions.
- Time requirement 3-4 hrs per week

Team Coordinators

Overview: **Team coordinators** manage the daily operations of individual teams within the program. They are responsible for ensuring that the assigned tasks are being completed and serve as the first line of communication for any issues that students may face during the program.

Responsibilities:

- **Daily Operations:** Oversee the daily activities of the team, ensuring that team members are staying on track with their assignments and materials **(TC 1)**.
- **Material Review:** Review and discuss weekly learning materials and assignments with the team, ensuring everyone understands the content and is making progress **(TC 1 & TC 2)**.
- **Technical Support:** Help address technical questions and troubleshoot issues encountered by the team, ensuring that obstacles related to tools, platforms, or coding challenges are resolved promptly **(TC 1 & TC 2)**.
- **Task Assignment:** During mid-week meetings, assign responsibilities to individual team members and ensure deadlines are clearly understood **(TC 1)**.
- **Attendance and contribution Tracking:** Take attendance during weekly meetings and ensure that team members are actively participating and engaging. And record each member's individual contribution to the team **(TC 2 & TC 3)**.
- **Hackathon Facilitation:** Facilitate an in-person hackathon under the direction of Program Lead Coordinators and Site Directors, ensuring that the event runs smoothly, participants are engaged, and teams can showcase their work **(TC 1 or TC 2)**.
- **Resource Allocation:** Ensure that the team has the necessary resources (e.g., software, access to learning materials) to complete their tasks successfully **(TC 1 or TC 2)**.
- **Task Prioritization:** Help prioritize tasks based on the team's current workload, ensuring that critical deadlines and deliverables are met in a timely manner **(TC 1)**.

- **Progress Monitoring:** Monitor the progress of the team on assignments and projects, escalating any issues to Program Lead Coordinators if necessary **(TC 1 or TC 2)**.
- **Motivation & Engagement:** Encourage active participation and foster a collaborative, inclusive environment within the team to maintain high levels of engagement and enthusiasm **(TC 1 or TC 2 or TC 3)**.
- **Conflict Management:** Address and mediate any conflicts or challenges that arise within the team, ensuring that they are resolved in a positive and constructive manner **(TC 1 or TC 2 or TC 3)**.
- **Skills Development:** Identify team members' strengths and areas for improvement, providing guidance on skill development opportunities and supporting them in their growth **(TC 1 or TC 2 or TC 3)**.
- **Feedback Collection:** Gather feedback from team members about the program's content, pace, and structure, and report relevant insights to Program Lead Coordinators to help improve the learning experience **(TC 1 or TC 2 or TC 3)**.

Team Lead (TL):

- Ensures that team assignments/exercises are completed and submitted (Team Lead 1)
- Presents or elects a team member to present teamwork (Team Lead 2)
- Works with the team to draft the MICCAI conference paper, journal manuscripts, or presentations (Team Lead 1)

Team Members *(general requirements):*

- Be an active team player
- Actively participate in all program activities, including live lectures and tutorials.
- Complete all assignments, milestones, and deliverables.
- Attend the hackathon every day and actively participate.
- Ask, ask, ask. There are no stupid or bad questions. Don't be shy and ask.

Team Members *(specific responsibilities):*

Programmers (2-3 Members)

Coding & Development:

- Assist with programming tasks, including developing, testing, and maintaining code for the team's projects.
- Ensure the technical functionality of tools and systems used in research.

Technical Support:

- Troubleshoot and debug technical issues.

Collaborate on Developing Solutions:

- Work closely with clinicians and researchers to build and optimize solutions.

Clinicians (2-3 Members)

Provide Medical Expertise:

- Offer clinical insight and guidance on medical or health-related aspects of the research.
- Ensure that projects align with ethical guidelines and medical standards.

Data Collection & Analysis:

- Assist in gathering and analyzing clinical data, contributing to the research process.
- Provide insights about data collection, annotation, and medical use.

Collaborate with Researchers & Programmers:

- Work with researchers and programmers to ensure that technical solutions meet clinical needs.
- Provide qualitative feedback about AI models and algorithms.

Researchers (2-3 Members)

Conduct Research:

- Lead or assist in designing, conducting, and analyzing research projects.
- Gather, analyze, and interpret data relevant to the team's objectives.

Literature Review & Insights:

- Stay up-to-date with recent research in the relevant fields and provide insights to guide the team's direction.

Collaboration:

- Work with clinicians and programmers to integrate research findings with practical applications.

Team Assignment

- See the Team Assignment on **GitHub** for your assigned teams.
- Where not assigned, each team must pick a captain by **February 21st, 2025**.
- Where not assigned, each team must pick a team name for their team and use this in entering the BraTS Challenge.
Submit team names by **February 21st, 2025**.
 - Suggested names to consider: Eko, Akwaba, Khona, Wazobia, Sana, & Karibu
- Team membership has been assigned and individuals cannot swap teams.
- To promote team cohesion and collaboration, individual emails have been provided. We will create each team's WhatsApp/Slack group. Each team member should forward their WhatsApp contact to their team coordinator 2 or 3. Interactions can also happen on the Fourwaves' Live App.
- All communication through emails, social groups (WhatsApp/slack, Live APP, and the like), and on social media (Twitter, Facebook, and LinkedIn) must abide by the technology/platform's policies and the [SPARK Academy Code of Conduct](#).
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- Note that official program communication will be through emails or on social media channels: [Twitter](#) and [LinkedIn](#). Follow the social channels.