



MAKERERE UNIVERSITY

LEAVE HANDOVER REPORT

TO BE SUBMITTED ALONG WITH LEAVE REQUESTS

Pending Tasks (existing tasks assigned to the staff)	Urgent issues/tasks including due date(s).	Assigned (name of person(s) stepping in to accomplish the tasks until applicant resumes duty)
1) At least two contextual user guides for AirQo data products	<ul style="list-style-type: none">Develop an updated User Guide ahead of the V3 Analytics Launch in April	Zana
2) At least three new big impact users of the AirQo API (Kisumu, LASEPA, University of Lagos, regional cities in Uganda)	<ul style="list-style-type: none">Get Kisumu to utilize the AirQo API - GideonFirst track the integration with the ministry of works - Priscah	Gideon, Priscah
3) Data access training for stakeholders in two international cities (Kisumu, Lagos)	<ul style="list-style-type: none">Data access training for Kisumu	Gideon
4) Platform representation during leadership meetings	<ul style="list-style-type: none">To provide overall coordination of activities being led by members within the platform department	Belinda



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5) Overall coordination of Analytics Launch and Hackathon Preparations	<ul style="list-style-type: none">• Ensure that the documented work plan is solid while continuously seeking alignment from various stakeholders	Sasha
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NAME: Martin Bbaale

DATE: 24th February 2024