



UBC Open Robotics - Gripper Lead

Role Description:

- Being active on Microsoft Teams
 - Communicating with other leads and/or co-lead
 - Establishing consistent communication with sub-team members
 - Relaying updates from project progress to captains
 - Relaying information from captains or other administrative members to sub-team members

- Working together with Finance team and communicating financial needs
 - Responsible for filling PAF project application
 - Communicate financial needs of project to management team
 - Communicate with sub-team members to establish equipment and materials needed during the coming funding cycle

- Being active on Trello
 - Keep track of member responsibilities
 - Generate tasks when members are not assigned to anything
 - Be mindful and transparent on deadlines for project tasks
 - Assign tasks based members wants as well as project needs

- Project/Team Management
 - Keep track of member participation and adherence to deadlines
 - Keep running record of strikes for each sub-team member and carry through with necessary actions for accumulated strikes

- Mentors/Competition Committee
 - Maintain productive relationships with current mentors
 - Maintain relationship with competition committee