



## Tasks (subject to change)

- **UEC Coordinator (Florence & Lucius):** Assign limbs & make sure the hand-tracker spreadsheet with all UEC members is being updated, and that all UEC members are on track while also maintaining communication with contacts
- **Cuttlefish Manufacturing & Logistics Coordinator (Lucius & Anya):** Coordinates physical printed parts being printed & distributed out to members. Requests and purchases printing supplies. Ensures items are shipped to Uganda. Forwards relevant emails from Peter or Riyan towards the appropriate member of the committee.
- **Quality Assurance Coordinator (Maxwell):** Ensure feedback from Peter Odama is being updated in the QA spreadsheet, also link all photos and videos. Assesses limbs shipped by cuttles/NorCal. Keeper of feedback
- **Research & Development Coordinator (Eric, Vedant, Ainsley, Adarsh):** Manages in-house testing & iterating for kinetic, gripper, kwawu hands/arms, etc. They also coordinate with ~~Mr. L and Mr. France to investigate potential modifications.~~
- **NorCal & Certifications Coordinator (Anya):** Works with JFK, Nyan and other NorCal members. Ensure members under our domain (6165, NorCal) are certified on all possible hands for more efficient production, in collaboration with R&D. This person also maintains the chapter FaceBook page and periodically updates it whenever shipments, stories, or other information arrives.
- **Fundraising Coordinator (Renisha, Anya):** Ensures GoFundMe is being marketed. Research grants for WAF (10 applications: performative for Regionals, 50 applications: after Regionals, for an actually reasonable chance at funding)


## Management: How to run this whole operation!!

### General best practices

- organize all documents in the e-NABLE Google Drive (and try to add onto existing documents instead of making a new one, if possible)
- cc Mr. Nguyen on important, especially towards adults
- add at least 1 other person (for example, Lucius) or preferably several coordinators to each group chat or email
- **optional but useful!**  **UEC message templates**
- Hand Tracker:
  - add new maker contacts to the “Maker Contact List” in the Hand Tracker spreadsheet asap
    - Looking for more volunteers? you should have enough on the spreadsheet but have you asked:
      - e-NABLE club
      - e-NABLE forum
      - e-NABLE Discord
  - use the “Updated” column in the Hand Tracker as the last date where you have communicated with them
  - note special circumstances in the Notes/Status column
  - May change later, but prioritize West Nile & Kampala regions (per Peter’s request)
  - periodically (once every few days) scan the oneDrive last for any new patient folders – you’ll just have to click through all the subfolders — and then update the “oneDrive last scanned: [date]”
- **FOLLOW UP** on cases that have just been sitting there
  - rule of thumb- unless they have special circumstances, try checking in at least 2-3x a week
- **REASSIGN** cases that have been dragging on for a long time or they haven’t been responsive/given a estimated shipping date
- keep track of action item deadlines from
  -  e-NABLE internal 6165 meeting notes

All the links i have recommend to have bookmarked in a folder, from most → least used:

- [Enable - Google Drive](#)
  - THERE IS A LOT IN HERE!!!! pls check
  - please move (or add shortcuts) to any e-NABLE google docs/sheets/slides here!!
- [e-NABLE Uganda Coalition Hand Tracker - Google Sheets](#)
- [OneDrive](#)

- [Photos-specific - OneDrive](#)
- [UEC Meeting Agenda - Google Docs](#)
- [Gripper-Kwawu guide](#): send THIS link out to volunteers/makers
  - same doc, but this link for EDITING: [Gripper-Kwawu guide](#)
- [e-NABLE Presentation - Google Slides](#) ← **onboarding slideshow for new people who are interested in chapter collaboration**
- [Uganda E Nable Coalition | 6165 MSET Cuttlefish](#) ← website, may/may not be updated by Arya/Renisha
- [e-NABLE NorCal | Facebook](#)
- [24-25 MSET FTC 3D Printing Central - Google Sheets](#), not sure who owns this tbh
-  e-NABLE Outreach ← Madison Bondoc from e-NABLE D.C. shared this with us; I don't personally use it much, but you might find it helpful!

## Establishing/collaborating with other chapters/coalitions

Phase 1 & 2:

Interview questions

- Do you have an adult mentor? (if kids)
- How long have you been working with e-NABLE?
  - What designs are you familiar with?
- How many people are on your team? What is the background of each person? (can CAD, assemble, etc.)
- Excluding rendering and drying time, each arm takes about 3 hours of assembly to do. How many arms can you/your team make each week (or 2 weeks or a month)?
- How often does your team meet? Online or in-person?
- How many printers do you/your team have? If it's in a makerspace, is it accessible during winter/summer breaks?

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(work in progress)

- who are existing people who can help you
    - hypotheticals: transport issue, materials issue, newly renovated rehabilitation center
    - QA guidelines for the first x number of hands
- for regions in need:
  - point of contact
  - how often can you meet with the

- what is the demonstrated need? how many patients can you find/ expect to find?
- do you need people doing CAD
- how are you going to obtain filament
- do you have printers/ how will you obtain it
- donations, how will you obtain funding
- what is your timeline? include:
- Interviews
  - Scenario Adaptability
  - stamp of approval
- AQN sits on on first few coalitions
- audits once in a while
- Host chapter leaders meeting

Phase 3:

- put it out to FIRST teams