

## **Team Checklist**

The Glean for Education Playbook



## Introduction

This document is a guide to drafting your Glean Team. You'll find some guidance on the kind of people you need to have involved in your team, and a place to keep a record of those you've reached out to.

Once complete, we recommend sending this checklist to your customer success manager for advice and feedback.

This PDF is interactive, so make sure you save after you make changes!



## Who should I invite?

Basically, anyone who interacts with students or has a stake in Glean's success. Some of the people we recommend you invite include:

- Accommodations Coordinators
- Assistive Technology Specialists
- Disability Support Director and Assistant Director
- Disability Support Admins
- Counsellors
- Student and Grad Workers

Name	Their Role	Invited	Confirmed
e.g. John Doe	e.g. Accomodations Coordinator	<b>✓</b>	<b>✓</b>