Coaches: Please report your students’ waivers for exams or missed classes to the grademaster, as soon as you approve them.

34 students have dropped; latest full registration info is on staff page. Check against attendance. Check if students that are still registered are missing classes. Email them expressing concern if there are any. In light of 15% drop rate, giving A- and above to half the class would be reasonable.

Grademasters: Students are complaining that pset grading is behind. pset7 and pset8 grades are missing. There are still 3 psets to be submitted, and we should provide prompt grading. Please work out plan to stay caught up on pset grading and notify instructors.

* Midterm 4 is coming Tuesday. Current draft is half done. Need QA starting on Friday UTAs Misha and Elizabeth Shen will do first check (on Fri?) -- actually spend timed 45min writing out sols, then send with comments to instructors. LAs Jakob, Osmany, Sophie will do second round QA on Sat/Sun.

Gradesmasters: Please recruit & schedule graders.

Final exam: TAs of the week should send to instructors suggestions of around 3 problem candidates that are worth for adapting into exam questions. Class problems and Pset problems are usually too long, but might have good concepts. Please send suggestions no later than Saturday after Thanksgiving.

Final grading sessions: Tentatively Thursday (of final’s week) from 5-10pm, then Fri morning for 3 more hours. At 3pm Fri have a final 1.5 hour staff meeting for assigning letter grades. Coaches are required to be there. Your presence in the last staff meeting is to make a case for your students who you think really deserve a better grade than what the student score reflects. Your students will likely be disadvantaged if you are not present.

If you can’t be there in person, try to be avail for video participation (Skype or similar). If you really really cannot appear at all, you should write out your grade recommendations for each student, send them to instructors, and discuss them with a staff member who can represent you at the grades meeting

* It seems that some students are getting to class late (about 10 mins), which means that they miss the review and change the dynamics of the group. Try to talk to your students, and give 1 grades for participation when they are required.
* Pay attention to and report any changes in behavior (students coming late, being demoralized, etc)

* There might be another in-class survey. Online evaluations are coming out. We’ll need to encourage students to fill them.