

Roles & Responsibilities

Program Lead

The Program Lead provides strategic direction and overall accountability for the fellowship. They ensure that the program aligns with THiNK's mission, innovation priorities, and ecosystem goals while maintaining quality across all cohorts.

Responsibilities

- Define the fellowship vision, objectives, and strategic direction.
- Approve fellowship plans, timelines, and operational frameworks.
- Oversee program quality and continuous improvement.
- Build partnerships with universities, institutions, industry, and ecosystem partners.
- Approve Demo Day participants and post-fellowship opportunities.
- Resolve high-level issues that cannot be addressed by the operational team.
- Represent the fellowship within the broader THiNK ecosystem.

Fellowship Coordinator

The Fellowship Coordinator is responsible for the day-to-day planning, administration, and successful delivery of the fellowship.

Responsibilities

- Coordinate recruitment and onboarding activities.
- Schedule stand-ups, workshops, mentor sessions, and review meetings.
- Monitor fellow attendance and milestone completion.
- Coordinate communication between fellows, mentors, and technical reviewers.
- Maintain fellowship documentation and records.
- Organize Demo Day and other fellowship events.
- Track progress and prepare program reports.
- Support fellows throughout the fellowship lifecycle.

The Fellowship Coordinator serves as the primary operational point of contact for all participants.

Mentors

Mentors provide technical guidance, professional coaching, and continuous support to assigned fellows throughout the fellowship.

Responsibilities

- Guide fellows in planning and executing their projects.
- Conduct regular one-on-one mentorship sessions.
- Review project progress and provide constructive feedback.
- Support architecture design, development, testing, and deployment planning.
- Help fellows overcome technical and project-related challenges.
- Encourage best practices in software engineering, AI development, and documentation.
- Prepare fellows for technical reviews and Demo Day presentations.
- Recommend fellows for internships or post-fellowship opportunities where appropriate.

Mentors are expected to foster a collaborative learning environment while encouraging innovation, professionalism, and continuous improvement.

Technical Review Team

The Technical Review Team ensures that fellowship projects meet THiNK's standards for quality, security, performance, and deployment readiness.

Responsibilities

- Review technical architectures and implementation approaches.
- Evaluate code quality and engineering best practices.
- Conduct validation against the THiNK CAP Framework.
- Assess functionality, scalability, security, and performance.
- Verify deployment readiness.
- Provide recommendations for improvement before certification.
- Participate in Demo Day evaluations where applicable.

The Technical Review Team serves as an independent quality assurance body throughout the fellowship.

Fellows

Fellows are the primary participants in the fellowship and are responsible for actively engaging in all program activities while progressing toward agreed project outcomes.

Responsibilities

- Attend orientation sessions, stand-ups, workshops, and mentor meetings.
- Meet agreed project milestones and deadlines.
- Develop and maintain project documentation.
- Participate actively in technical reviews and validation sessions.
- Demonstrate professionalism and collaboration.
- Communicate blockers promptly.
- Present project progress during review sessions.
- Deliver a functional project and completion report.
- Participate in Demo Day and post-fellowship evaluations.

Fellows are expected to take ownership of their learning and contribute positively to the fellowship community.

Communication Channels

Effective communication is essential to the success of the fellowship. All participants are expected to communicate professionally, respectfully, and promptly.

The fellowship uses a combination of communication channels to support collaboration and information sharing.

Channel	Purpose
Email	Official announcements, documentation, and formal communication
WhatsApp	Daily communication, reminders, and quick discussions
GitHub	Code collaboration, issue tracking, and version control
Google Drive/Docs	Sharing project documentation and fellowship resources
Weekly Stand-Ups	Progress updates, sprint planning, and blocker resolution
Mentor Meetings	Technical guidance and individual project support
Demo Sessions	Project demonstrations and technical feedback

Participants should respond to important communications promptly and notify the Fellowship Coordinator if they are unable to attend scheduled activities.

Decision Making

The fellowship promotes collaborative decision-making while ensuring accountability through defined governance structures.

Decisions are made at different levels depending on their nature.

Decision Type	Responsible Party
Fellowship strategy and policy	Program Lead
Operational planning and scheduling	Fellowship Coordinator
Technical guidance	Mentors
Technical validation and certification	Technical Review Team
Individual project implementation	Fellows, with mentor guidance

Where disagreements arise, issues should first be discussed between the fellow and mentor. If unresolved, they should be escalated to the Fellowship Coordinator. Matters affecting program policy or exceptional circumstances may be referred to the Program Lead for final determination.