



LIFE3 / INTERNAL BRIEFING

Climate Tech Academy

Operations Alignment & Workforce Intelligence Briefing

ATTENDEES Martin Curtet | Iman Qureshi | Richard Maldonado

LIFE3 // WORKFORCE DEVELOPMENT

FOCUS AREAS

Classroom Coverage

Attendance Tracking

Engagement Intelligence

AI & Automation

Workforce Data Boards

Next Steps



Meeting Objective

Coordinate CTA classroom support, establish attendance and participation monitoring procedures, review student tracking requirements, and assign operational responsibilities across active workforce development programs.

01

Operational Excellence

Less curriculum, more process. Building the systems behind program delivery.

02

Quality Control

Documentation standards for virtual instruction, attendance, and engagement.

03

Workforce Intelligence

Capture student interests, strengths, and goals - not just attendance.

04

Data Infrastructure

Standardized tracking boards, CRM integration, and reporting automation.



Classroom Coverage & Staffing

Ensuring continuous support coverage during virtual CTA instruction sessions.

SUPPORT ASSIGNMENTS

Rotation Schedule

Richard
Maldonado

Tuesday CTA support coverage

Leo

Alternate days — rotating support

Iman Qureshi

Evening initial portion of session

KEY OPERATIONAL GOAL

**Continuous support
coverage during every
virtual instruction window.**

Coverage rotates across the LIFE3 team to ensure no session runs without an assigned support lead.



Attendance & Participation

Documentation procedures supporting attendance validation, engagement tracking, and participation review.

STEP 01

Attendance Status

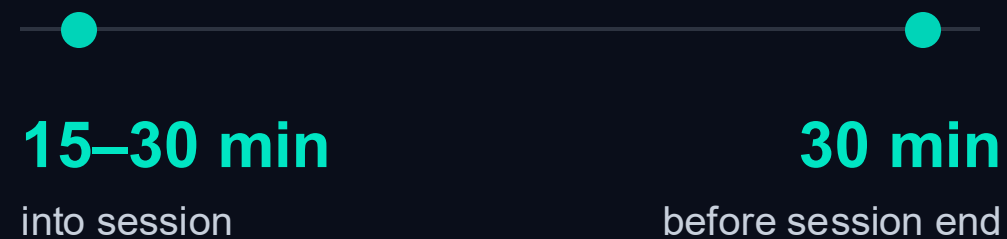
Record each participant per session in the tracking sheets:

- Present
- Absent
- Excused

STEP 02

Screenshot Capture

Camera participation snapshots taken twice per session:



File naming: session date · timestamp · class identifier.

PURPOSE

Documentation Outcomes

- › Attendance validation
- › Engagement tracking
- › Participation review
- › Reporting accuracy



Beyond Attendance:

Participant Intelligence

CTA classes are talent pipelines — not solely training events. Capture engagement data that supports future workforce decisions.

CAPTURE

What to document during each session

- 01 Career interests & goals
- 02 Educational background
- 03 Technical strengths
- 04 Questions raised in class
- 05 Engagement patterns & notable comments



SUPPORTS

Workforce opportunity matching

Referrals

Aligned partner introductions

Internships

Skill-matched placements

Capstones

Project pairing

Employment

Clean energy career tracks



Instructor Recaps & AI Automation

Stronger instructor handoffs today — AI-assisted participation tracking tomorrow.

TODAY

Daily Instructional Recaps

Each session ends with a 5–10 bullet summary providing continuity for future instructors.

- Topics discussed
- Skills introduced
- Learning objectives completed
- Building science, sustainability, technical workforce concepts
- Student readiness signals

TOMORROW

AI-Assisted Tracking

Leverage session artifacts to automate participation tracking and class summaries.

INPUTS

Recordings

Chat logs

Transcripts (future)

OUTPUTS

Participation scoring

Class summaries

Engagement docs





Actionable Next Steps

Owner-specific responsibilities to advance operational excellence across CTA and aligned programs.

OWNER Richard Maldonado CTA Classroom Support › Support CTA class monitoring › Track attendance & participation › Capture required screenshots › Document notable student signals	OWNER Iman Qureshi Boards & Reporting › Continue CTA support coverage › Build Chance In Life board › Learn workforce tracking workflows › Support DC37 reporting tasks	OWNER Martin Curtet Strategy & Standards › Review attendance & engagement › Refine board structures › Develop instructor recap procedures › Standardize workforce data
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