

Team Lead

The Team Lead monitors these across every agent and surfaces the ones that need your attention in your daily briefing.

AGENTS THE TEAM LEAD MONITORS

Speakers

COORDINATOR

Chases confirmations, collects bios & headshots.

- Invitation sent, awaiting response
- Speaker confirmed
- Speaker not responding / follow-up due
- Bio missing
- Headshot missing
- Speaker profile incomplete

Proposals

REVIEWER

Pre-scores proposals against your rubric.

- Awaiting pre-scoring
- Pre-scored, ready for human decision
- Scored above rubric threshold
- Scored below threshold
- Scoring in progress

Sessions

SCHEDULER

Packs sessions into rooms and tracks.

- Awaiting placement
- Scheduled
- Time conflict
- Speaker double-booked
- Empty slot / gap in the grid

Content

EDITOR

Session descriptions, speaker bios & event comms.

- Draft in progress
- Pending approval
- Revision requested
- Published

ROLLED UP BY THE TEAM LEAD

Coordinates agents, prioritizes your day.

- Daily briefing ready
- Today's top priorities
- Items awaiting your decision
- Anything overdue across all agents

FULL STATUS LIBRARY

Every status available across the platform, grouped by workflow.

Speakers

- Invitation not sent
- Invitation sent
- Awaiting response
- Accepted
- Declined
- Not yet confirmed
- Profile incomplete
- Missing bio
- Missing headshot
- Missing required documents
- Speaker portal tasks incomplete
- Speaker requirements complete
- Speaker ready for event
- Speaker needs follow-up

Proposals & submissions

- Draft submission
- Submission started but not completed
- Submitted
- Submission incomplete
- Missing required information
- Awaiting review
- Review in progress
- Review complete
- Awaiting score
- Fully scored
- Ready for decision
- Accepted
- Rejected
- Waitlisted
- Revision requested
- Revised submission received
- Withdrawn

Reviews

- Reviewer not assigned
- Reviewer assigned
- Reviewer invitation pending
- Reviewer accepted
- Reviewer declined
- Review not started
- Review in progress
- Review submitted
- Review overdue
- Missing reviewer score
- Missing reviewer comments
- Additional review needed
- Ready for committee decision

Conflicts of interest

- No conflict detected
- Potential conflict detected
- Conflict flagged
- Conflict awaiting review
- Reviewer abstained
- Reviewer needs reassignment
- Conflict resolved

Sessions & agenda

- Session created
- Session information incomplete
- Session missing speakers
- Session missing moderator
- Session unscheduled
- Session scheduled
- Time not assigned
- Room not assigned
- Scheduling conflict detected
- Speaker double-booked
- Room conflict detected
- Empty agenda slot
- Session ready to publish
- Session published
- Session needs an update

Forms & submissions

- Form in draft
- Form open
- Form closing soon
- Form closed
- New submission received
- Submission missing required fields
- Submission awaiting admin review
- Submission updated
- Confirmation available

Speaker assets & readiness

- Slides not submitted
- Slides submitted
- Slides awaiting review
- Slides approved
- Slides need revision
- Updated slides requested
- Updated slides received
- Required asset missing
- Required document missing
- AV requirements incomplete
- Speaker ready
- Speaker not ready

Content

- Content missing
- Content in draft
- Content submitted
- Content awaiting approval
- Content approved
- Revision requested
- Revision in progress
- Revision completed
- Ready to publish
- Published

Communications

- Communication not sent
- Communication scheduled
- Communication sent
- Follow-up needed
- Speaker has not responded
- Reminder needed
- Deadline approaching
- Deadline missed

Awards & other review workflows

- Entry submitted
- Entry awaiting review
- Review complete
- Applicant notification pending