



The Writing Centre

<http://sass.queensu.ca/writingcentre>



SAMPLE GROUP WRITING SCHEDULE (ONE MONTH)

Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.
1	2 Meeting #1: Agree on a thesis/central argument. Assign starter tasks. Assign meeting dates.	3	4	5 Meeting #2: Check in (questions? Problems?) Assign who is responsible for which sections of writing.	6	7
8	9 Meeting #3 Check in: Each member provides a brief intro to their assigned section, teaches the group. Members offer feedback.	10	11	12 Meeting #4 Each member's research is now complete, teaches the group on their findings. Members offer feedback. Begin writing.	13	14
15	16	17 Meeting #4 Writing Check In. First writing draft presented to group. Members offer feedback.	18	19	20	21
22 Meeting #5: Final Drafts presented. Is there flow to the paper? Are everyone's ideas represented? Central argument maintained?	23 Meeting #6 Editor's meeting. Members offer feedback to revisions.	24	25 Meeting #7 Let's make sure we have everything here.	26 DUE DATE	27	28