

Sample work plan: Science report project

Task	Person(s) responsible	Deadline
Brainstorm tasks	Entire group – submit to John via WhatsApp	Sept. 30
Individual research of ideas	Entire group – submit to John	Oct. 2
Seek professor's/TA's input	Angela & Stan – share with group	Oct. 3
Group meeting to select best ideas	John to organize & book study room in Stauffer	Oct. 4
Produce outline	Rushan & Dasha	Oct. 10
Group to provide feedback/advice	Entire group – submit to John	Oct. 16
Edit draft	Andy & Angela	Oct. 20
Group comment on final draft	Entire group – submit to John	Oct. 22
Write up references & bibliography	Dasha & Stan	Oct. 24
Submit report	John	Oct. 25

Communication

- We will communicate using our WhatsApp group. We'll all agree to check WhatsApp every day.
- If we need to ask extra questions to the prof/TA, Angela and Stan will write the questions by email or visit office hours.

Deadline

- We'll stick to the deadlines described above, but we know that deadlines might need to change.
- If anyone is going to be late with a deadline, they must write to the group as soon as possible. We'll work together to solve the problem.