

## Planning the project timeline

Complete this chart in collaboration with your group members. If you are meeting in person:

- Work as a group to define which assets are important for the given tasks
- Pass the sheet around and ask people to fill in their names in the columns representing existing skills or desires to grow in a given area
- As a group, decide who will actually complete each task, or if the task could be shared between several people
- When deciding who will do what, bear in mind both current skill and your team-mates' desire to grow in a particular area

If you choose to do this step online:

- Have 1-2 team members fill out the task breakdown (left-hand) column, then use a shared document (e.g. Google Docs; OneDrive) to have others fill out their names
- Don't decide who will do what until everyone has had a fair chance to express their interest in different areas
- Have the team lead send out assigned tasks, then wait for other group members to confirm they're happy before finalizing tasks

Tasks to be completed and skills needed for each task	Team members with existing skills in the area	Team members who want to improve their skill in this area
Communicating with prof	Angela	Stan
Writing outlines & drafts	Rushan	Dasha
Editing		Andy, Angela
Writing references & bibliographies	Dasha	Stan
Leading teams		John, Angela

