**Plan**

**1. Meeting Schedule:**

* **Tuesdays at 3:00 PM** (General progress check-in and discussion)
* **Fridays at 4:00 PM** (Work session and resolving blockers)
* **Final Review Meeting:** A dedicated session will be scheduled two days before the deadline to finalize the report and ensure all components are complete.

**2. Communication Method:** We will primarily communicate in-person or use Discord for instant messaging, voice calls, and general communication.

**3. Report Writing Platform:** The team will use **Google Docs** for writing and editing the report collaboratively.

**4. Work Distribution & Responsibilities:** Each team member will have designated responsibilities to ensure efficient progress. However, collaboration and peer review will be encouraged.

* **Research & Background Information:** [Lead: Ben]
  + Collect relevant background information and summarize key concepts.
  + Ensure sources are credible and properly cited.
* **Experiment Design & Implementation:** [Lead: Lucas]
  + Plan the methodology and outline the steps of the experiment.
  + Document experimental procedures and ensure reproducibility.
* **Data Collection & Analysis:** [Lead: Arsen]
  + Gather and organize data from the experiments.
  + Perform data analysis and create visual representations (charts, tables, etc.).
* **Report Writing & Formatting:** [Lead: Ben]
  + Compile all sections into a structured report.
  + Ensure proper formatting, coherence, and adherence to guidelines.
* **Final Review & Proofreading:** [Lead: Arsen]
  + Proofread the final draft for grammar, clarity, and consistency.
  + Cross-check references and verify the completeness of the report.