We, the members of group 004 agree to the following plan of action regarding our work towards the group assignment tasks:

The group members will always meet on Thursday, Friday and Saturday every week at the balcony of the science block level 3. On Thursday and Friday discussions will be held after lectures and on Saturday at 10:00am.

During discussions, all members should have their phones in silent mode to avoid any irrelevant distractions.  
In case a group member is unable to attend a discussion, they must inform the group leader in time.

Ssenkinga Abdul, the progress chaser will be in charge of preparing and effecting the final submissions.