Tentative Group Schedule

Your group schedule will organize your work for the rest of the term. Naturally, the dates can change as needed. It's up to your group to follow the schedule and enforce the target due dates that you set. Consider the following tips as you sketch out your group plan together:

1. At a minimum, fill in the template below and copy it into your minutes, and add the target due dates to Calendar Pro Tab in Teams.

2. Make room for religious and cultural events (like Yom Kippur and Diwali) as you create your schedule.

3. Change the target dates for submitting work as needed. I've listed them in the table below as a starting place.

4. Remember that the Grace Period for Try-Its ends on the following Wednesday (listed below) and the Grace Period for the Major Projects ends on December 6.

5. Add more activities if you like, such as tentative dates for additional meetings.

6. Consider chunking the Recommendation Report by setting separate target dates for the body, the front matter, and the back matter.

Target Due Date and Time	Activity
10/10 at 11:59 PM (default)	Submit Try-Its #13 & 14 (Grace Period ends 10/16)
10/11	Fall Break (no classes)
	Rough draft of Proposal
10/18 at 11:59 PM (default)	Submit Try-Its #15 & 16 (Grace Period ends 10/23)
	Final draft of Proposal
	Complete Proposal self-checks
10/25 at 11:59 PM (default)	Complete any changes and submit the Proposal
10/25 at 11:59 PM (default)	Submit Try-Its #17 & 18 (Grace Period ends 10/30)
	Divide research tasks for the Recommendation Report
11/1 at 11:59 PM (default)	Submit Try-Its #19 & 20 (Grace Period ends 11/6)
	Rough draft of Progress Report
	Complete Progress Report self-checks
11/8 at 11:59 PM (default)	Complete any changes and submit the Progress Report
11/8 at 11:59 PM (default)	Submit Try-Its #21 & 22 (Grace Period ends 11/13)
	Rough draft of Recommendation Report
11/15 at 11:59 PM (default)	Submit Try-Its #23 & 24 (Grace Period ends 11/20)
	Final draft of Recommendation Report
11/22 at 11:59 PM (default)	Submit Try-Its #25 & 26 (Grace Period ends 12/4)
11/23 to 12/1	Thanksgiving Break (no classes)
	Complete Recommendation Report self-checks
12/3 at 11:59 PM (default)	Complete any changes and submit the Recommendation Report
12/6 at at 11:59 PM	End of the Grace Period. Last chance to submit any revisions or additional work.