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. Change the target dates for submitting work as needed. I’ve listed them in the table below as a starting place.
3. 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.
4. Add more activities if you like, such as tentative dates for additional meetings.
5. 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) |
|  | 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) |
|  | 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. |