GAYLE MORRIS SWEETLAND CENTER FOR WRITING
UNIVERSITY OF MICHIGAN

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ASSIGNING AND MANAGING COLLABORATIVE WRITING PROJECTS
SUPPLEMENT 1: GROUP WORK PLAN

Group Work Plan

(please turn in only one copy of this form per group)

Note: At the end of the term, I will ask each of you to complete a checklist evaluating whether or not each person in your group did what he or she agreed to do. Each individual's grade may be higher or lower than the general group grade, based on peer assessments.

1. Group Members (list names):

2. Will different people take different roles on this project, or will you do all research, visual design, and writing collectively? If you plan to take different roles, who will do what?

3. When (what days and times) and where will you meet to work on your presentation?

4. How will you share texts and visual images with one another? (CTools? Dropbox? Google Docs? Some other method?)