

Group Project Plan

Project Overview

Brief description of the project, goals, and expected outcomes.

Team Members

- Member 1 — Role
- Member 2 — Role
- Member 3 — Role
- Member 4 — Role

Milestones

Milestone	Description	Due Date
Milestone 1	Description of milestone 1.	YYYY-MM-DD
Milestone 2	Description of milestone 2.	YYYY-MM-DD

Task Breakdown

Task	Assigned To	Status
Task 1	Member 1	Pending
Task 2	Member 2	In Progress

Meeting Schedule

- Weekly team meetings: Day, Time
- Check-ins: Frequency, Platform

Notes

- Important reminders or decisions
- Links to resources or references