Group Project Assignment Checklist

Planning

- [ ] Define project objectives

- [ ] Assign group roles/responsibilities

- [ ] Set deadlines and milestones

Research & Preparation

- [ ] Gather necessary resources and materials

- [ ] Document research findings

Execution

- [ ] Draft project sections

- [ ] Collaborate and review work as a team

- [ ] Integrate contributions smoothly

Review & Submission

- [ ] Proofread and edit final draft

- [ ] Ensure all requirements are met

- [ ] Submit the project on time