

## Agreement for Group Lab Report Timeline

In Lab:

- Lab Coordinator assigns roles (data manager, experimenter, animal handler).
- Data Collection, Analysis, and make preliminary figures
- At the end, assign group members to write sections of the lab report (roles must rotate each week).
- Create and share Google Doc.

Within 24 hrs:

- Data manager posts data, preliminary figures, graphs, charts, etc.

By \_\_\_\_\_:

- Each group member posts the first draft of their assigned section onto the group Google Doc.

By \_\_\_\_\_:

- Each group member provides comments on the sections written by other group members. Use Track Changes ("Suggestion mode" or comments in google docs) or work together in real time. Be constructive and respectful (feel free to discuss but allow the author to make the change).

On day of lab:

- Lab coordinator submits the final lab report in hard copy at the start of the lab.

Lab Group Members: Share your contact info (email, text, DMs, etc.)

You *\*must\** respond to your lab members every day, no later than 24hrs but ideally faster.

Agreed to by: Group #

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