Early Planning[*]

choose a topic

share initial ideas and brainstorm

draft a research question and/or thesis statement

decide how often your group will meet, when and where

> you can use free tools like Doodle, whenisgood.net, and needtomeet.com poll so people can share availabilities and decide on dates
>
> if   meet in person, decide how will you share information (e.g. email, Google Docs, Dropbox)?

make a list of the different sections you   and tasks that will need to be done

decide who will do what:

> some groups divide and assign work by tasks: e.g. someone finds sources, others read and summarize them, another analyzes data, still more create the bibliography or edit other groups make each member responsible for all the thought, research and writing associated with a particular section of the paper: e.g. for an empirical study in psychology, this would mean assigning individuals to write the literature review (or sections within it), methods, results, discussion,

who decides which suggestions to accept or reject? the author, the commentator, or one editor?