A good method to never lose track is to fill out a to-do list. Everyone should have his/her own, but sharing with the other group members is a good way to help each other during this phase.

I DO IT!	WHAT I HAVE TO DO
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AGENDA

WHEN	WHEN
WHAT	WHAT
WHEN	WHEN
WHAT	WHAT
WHEN	WHEN
WHAT	WHAT
WHEN	WHEN
WHAT	WHAT
WHEN	WHEN
WHAT	WHAT
WHEN	WHEN
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