Group Writing

Work in section-sized chunks or even chapter-sized chunks. A chapter is a good sized chunk to deliver to your advisor, too, for feedback.

Outline every section/chapter before writing it. Go over the outline as a group to get con census on the outline. (See outlining one pager)

You can divide up writing as best fits the team. Authorship does not need to be noted.

Regardless of who wrote first (or second) drafts, *everyone* edits the report. This provides shared ownership of the writing and gives it a unified "voice".

Important: keep your ego out of writing and editing. Know that if a team-mate provides criticism and corrects prose, they do it to improve the work. Similarly, if you provide criticism/corrections to a section of writing written by a teammate, be objective and not hyper-critical.

A "complete" chapter has:

- All content in place.
- Everyone has edited (shared ownership, unified voice).
- Professionally written.

When complete:

- Make sure format is 11pt or 12pt font
- Make spacing 1.5 or double spaced to allow room to make comments
- Provide version number in filename (e.g,. `background-v1.pdf`)
- Format as PDF

Then, send me an email with the chapters as an email attachment.