







Create a timeline for the completion of tasks and subtasks, with clear and realistic objectives to be completed by each group member before each group meeting. Write down who is responsible for what and by when, and then distribute a copy of this schedule so that individual responsibility is clearly recorded.

DATE	TIME	LOCATION	MEMBER	TASK
24 May 2009	10.00am – 12.00pm	Barr Smith Library	Joe Student	Find credible definitions for the terms (a) intercultural and (b) transnational.

## Useful resources