	*1-Oct	*8-Oct	*15-Oct	*22-Oct	*1-Nov	*8-Nov	*15-Nov	22-Nov
Meet with work team: designate project manager; refine topic; schedule meetings; and draft time frame and agendas	xxx							
Draft research questions		xxx						
Decide about focus group structure		xxx						
Identify students to recruit for each group		xxx						
Decide about recruitment process		xxx						
Draft interview questions			xxx					
Identify sources for facilitators			xxx					
Plan facilitator training and logistics			xxx					
Make site management decisions				xxx				
Decide analysis and recording strategy				xxx				
Plan logistics for pilot group(s)				xxx				
Revise interview questions				xxx				
Designate subcommittees				xxx				
Meet with logistics team: set plan for action; designate duties/responsibilities					xxx			
Conduct a random sample					xxxxxxxxxxxxxxxx			
Recruit student participants							xxxxxxxxxxxxxxxxxxx	
Finalize preparations for facilitator training								xxx

	22-Nov	30-Nov	8-Jan	*15-Jan	22-Jan	1-Feb	8-Feb	*15-Feb	*22-Feb	*1-Mar
Meet with student participants to explain participation; send home letters and permission forms to parents	xxx									
Train facilitators		xxx								
Run pilot group(s)			xxxxxxx							
Convene logistics team to finalize plans and to discuss results of the pilot groups				xxx						
Run facilitator practice session(s)				xxx						
Collect permission forms and confirm student participation				xxx						
Meet with analysis team: discuss basics; divide up tasks				xxx						
Conduct focus groups					xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx					
Transcribe tapes from the sessions and draft notes						xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx				
Hold a facilitator debriefing session							xxx			
Analyze sessions; meet with the rest of the team to discuss the results							xxxxxxxxxxxxxxxxxxxxxxxxx			
Prepare a written report								xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx		
Reconvene original work team									xxxx	
Make oral presentation of findings										xxx
Release the findings!!!										xxx