**12/7**

* Let the professor know the OIR is ready for grading

**11/30-12/6**

* Each member of the group is to go through the different sections of the OIR in order to correct any errors
* Work as a group collaboratively to complete OIR evaluation

**11/23-11/29**

* Finish up respective sections and get them added to the site proper by December 1

**11/16-11/22**

* We discussed how to handle the larger section on social implications
	+ Matthew, Cassandra, and Loralyn will write subtopics that include economic, digital divide, and end-user
	+ Jill will edit to make sure this sections reads as one author

**11/9-11/15**

* The group will add their new sources to the site proper and provide paragraphs summarizing the sources

**11/2-11/8**

* As a group, we set up a timeline for finishing the website
	+ November 9 – have the sources cited as part of the final rubric grade
	+ November 16 – provide paragraphs for the new sources
	+ December 1 – Have all sections complete and added to the site

**10/26-11/1**

* We will find more scholarly sources directly related the different pages of the site
* As a group, we decided who would be in charge of which sections for the website
	+ Loralyn will write about background
	+ Matthew will write about future trends
	+ Cassandra will write about recent developments
	+ Jill will write about the future impact on libraries and information centers
	+ We will split up the section on social implications

**10/19-10/25**

* Each member of the group will find web resources and post them to the site proper

**10/12-10/18**

* As a group we compared the rubric to what is currently on the site
* The group will proofread and edit the information on the website as necessary
* Matthew will update the Project Management Spreadsheet as we finalize mid-point requirements
* Loralyn will add the necessary material to Blackboard as part of the mid-point rubric

**10/5-10/11**

* Jill will set up the basic form of the Reference Acquisition and Criteria page
* Group will plug in summaries for their references
* Cassandra will make sure links in sources are active
* Jill will write the criteria the group used in finding sources
* Loralyn will write a paragraph on how the group acquired the sources
* Jill will write the abstract for the websites homepage
* The group will add all information to the site before the next meeting

**9/28-10/4**

* Matthew suggests changing the site to Weebly – we all agree
* Matthew will set up the website and adds us all as owners along with moving the necessary information from the Google site to the new Weebly site
* Matthew will begin putting information into the Project Management Spreadsheet
* Loralyn will write a paragraph as an introduction to our group members

**9/21-9/27**

* Group looked over the sources to make sure they were in order
* Loralyn submitted the resource list and URL as part of the mid-point rubric (9/21)
* Start writing summaries of the sources
* Jill will start doing basic formatting of the website (adding pages and headers)
* Start looking into web resources

**9/14-9/20**

* Decide to make a website through Google Sites – Jill will set it up and add us as owners
* Cassandra will look at the sources to rule out doubles and make sure they are APA appropriate
* Loralyn will start keeping meeting notes in a Word Document

**9/7-9/13**

* First meeting is held 9/10 at 9:15 pm on Blackboard IM
* We make plans to meet Sundays as needed at 8:30 pm and email each other with questions and updates throughout the week
* Look into different website options and bring to the next meeting to get the website started
* Start compiling sources – every member will find four and cite them accordingly