<table>
<thead>
<tr>
<th><strong>Objective</strong></th>
<th>Effectively manage a project</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Goal</strong></td>
<td>Keep group members informed and increase the likelihood of successfully completing projects</td>
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</tbody>
</table>
| **Materials Needed** | • Pre-made wiki page  
• Computer  
• Wiki account for each group member  
**Note to users:** with the professional edition a chat feature is included, making communication easier |
| **Procedure** | 1. The project manager  
• Set up the main wiki page as best works for your group  
• Post all relevant information  
• Update as needed  
2. Group members  
• Set up your individual wiki page  
• Post opinions, facts, and other connected information  
• Keep in contact with other group members and get ready for the presentation |
| **Evaluation** | Your group project is considered a success by your supervisor |