**Travel Brochure Outline:**

1. The team has chosen France
2. The three attractions are:
   1. The Eiffel Tower
   2. The Louvre museum
   3. The palace of Versailles
   4. Etc.
3. The two MS Excel charts are:
   1. Average rain fall per months and create a Line chart
   2. Number of tourists per months and create a 3-d Column chart
   3. Etc.
4. The team decided to use Google Drive, could alos use OneDrive or Dropbox, to store all documents and to give team members full access
5. As far as roles and responsibilities, we decided:
   1. We assigned each team member a primary responsibility to a different document
   2. We agreed that each team member will review all three documents and provide feedback
6. As far as the in class presentation, we decided:
   1. To divide the final slides among all team members
   2. Each team member will present his/her slides
   3. Practice at least a couple of times before giving the presentation