1. Identify the MIS your team is going to develop.
2. Identify the objectives that you have set.
3. Explore existing MISs relevant to your MIS.
4. Identify the broad classes of information that you need for your MIS.
5. Collect all possible information.
6. Put the collected information in proper order.

Submit the above mentioned initial details of your MIS (through mail or on paper).

Lab resources: Internet connection/MS office