**Tools for taking action: Monitoring progress for teams**

Keep a record of your progress through the planned actions of your inquiry:

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| Name | **DONE**  **What have we done since our last meeting?** | **STUCK**  **Where are we getting stuck / facing challenges?** | **TWEAK**  **What adjustments do we need to make?** | **NEXT**  **What are we going to focus on next?** |
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