

## Tools for taking action: Monitoring progress for teams

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

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