

ACTION PLANNER TOOL 2— ACTION ACCOUNTABILITY PLANNER

Instructions: Complete each row for action steps where you are assigning specific accountability. Copy and distribute this form to all team members immediately after meetings. Note: This form can be used as substitute for traditional meeting minutes.

Team: _____ Date: _____

Action Step	By Whom	With Help From	Status Report Due	Deadline
Example: <i>Get commitment from instruction team leaders to serve on PD design team</i>	<i>Jane T. (principal)</i>	<i>Richard S. (teacher in organizing meeting)</i>	<i>1 week</i>	<i>1 week</i>