B22 Action Team Progress Report – Engagement Team

Indicator: Choose an item.
Reporting Period: Enter Reporting Month

Overall Team Progress Tracking			
Meeting Schedule			
	Date	**Location**	**Agenda/Minutes Submitted to Enelda**
Last Occurring Meeting	Enter Date		Choose a status
Next Scheduled Meeting	Enter Date		Choose a status
Supports Needed from YMP Leadership or Steering Committee			
Description		**Date**	**Team Member**
1. Click or tap here to enter text.		Enter due date	Enter Team member
2. Click or tap here to enter text.		Enter due date	Enter Team member
3. Click or tap here to enter text.		Enter due date	Enter Team member

Activities/ Strategy	Status of Strategy/Action	Projected Completion
Priority 1	Choose a status	Enter Date Completed
Data indicating need for Priority:		
Actions to Accomplish Priority 1		
a. Click or tap here to enter text.	Choose a status	Enter Date Completed
b. Click or tap here to enter text.	Choose a status	Enter Date Completed
c. Click or tap here to enter text.	Choose a status	Enter Date Completed
Priority 2	Choose a status	Enter Date Completed
Data indicating need for Priority:		
Actions to Accomplish Priority 2		
a. Click or tap here to enter text.	Choose a status	Enter Date Completed
b. Click or tap here to enter text.	Choose a status	Enter Date Completed
c. Click or tap here to enter text.	Choose a status	Enter Date Completed
Priority 3	Choose a status	Enter Date Completed
Data indicating need for Priority:		
Actions to Accomplish Priority 3		
a. Click or tap here to enter text.	Choose a status	Enter Date Completed
b. Click or tap here to enter text.	Choose a status	Enter Date Completed
c. Click or tap here to enter text.	Choose a status	Enter Date Completed

Milestones/ Accomplishments
Comments