PROJECT ACCOUNTABILITY TEMPLATE

PROJECT NAME/MEETING TOPIC:

MEETING DATE:

MEETING DESCRIPTION AND/OR OBJECTIVES

QUESTIONS/DISCUSSION TOPICS

| LEADER ACTION ITEMS | DEADLINE | COMPLETE | EMPLOYEE ACTION ITEMS | DEADLINE | COMPLETE |
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| NOTES | |
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| LEADER |
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| SIGNATURE |

| EMPLOYEE | |
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| SIGNATURE | |

NEXT MEETING

| NOTES |
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