

Sample

[Progress Summary Template](#): This tool is useful in planning a large project or conference. Use the summary to replace minutes for planning meetings with a group of collaborators. This saves time writing minutes for each meeting and keeps the group up-to-date and on track. The “Last Revised” date is in the footer and will automatically change to the date the document is revised.

ABC School District Healthy School Policy Team SHI Progress Summary

Item	Progress	Date completed/ revised
Team Members	Sandy Super, Food Service Director, <u>Team Coordinator</u> Lauren Lovely, Board Member Arron Amiable, District Administrator Francine Fantastic, Health Teacher <u>Need:</u> Student Parent Coach PE Teacher School Nurse Community members	10/2
Building Support		
Module 1	Point: Arron	
Module 2	Point:	
Module 4		
Module 5		
Module 7		
Module 8		
Budget		
Evaluation		