| **Project Action Plan** | | | | | **Date:** | | | |
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| **Legend**: 🞏 = Plan ◼ = Actual | | |
| **WHAT (Tasks)** | **WHO** | **WHEN** | | | | | |
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| **Next** **Scheduled** **Review** **Date**: | | | | | | | |

***Note****: This action plan should be completed at the end of each session.*