**Interprofessional Team Writing Project Tracking Template**

Use or adapt this template to track progress, assigned roles, and dates that writing assignments are due. Also use to document completed sections or to raise questions, change timeline, or other relevant information (e.g. when the next meeting or phone conference will be held). This content could also be transferred to an Excel spreadsheet, Google docs or other collaborative platform.

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| **Assignment** (e.g. phone calls, sections of manuscript needing attention, research completed, etc.): | **Assigned to:** | **Due Date:** | **Notes:** |
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