**What are some ways we can make accountability easy?**

* Give people adequate resources
* Clear deadlines
* Take good notes and send them in a reasonable time frame after meeting
* Provide follow up reminders - quick follow-up with notes and assignments in an email to ensure everyone knows their tasks assignments.
* Follow up when you say you will and share with the group when each person completes or reports on their task
* Keep all the nuts and bolts moving.
* An easy way to report in (but not another site/password to keep track of)
* Break tasks up into "bite" sized pieces so they feel they could accomplish what they sign up for.
* On-going coordination to report progress via best avenue to communicate
* Give examples of how other group members have been following through with their commitments.
* At each next meeting ask people to report on their actions, what they were responsible for and what they did
* Make a list at interpretive level– what are some things you could do to comply with the next [set of] guidelines.  This way people are not coming into the decisional question cold and can share some possibilities.
* Motivate - share how each contribution is leading the group closer to the "victory"
* Create an "out". If they can't do something, ask them to report to you so it could be reassigned.