

# Issues and Actions Tracking Report

Project: \_\_\_\_\_

Date: \_\_\_\_\_

Prepared by: \_\_\_\_\_

#	Issue Description	Date Identified	Priority (High/Med/Low)	Owner	Action(s) to Resolve	Target Date	Status (Open/Closed/In Progress)	Comments
1	Server downtime affecting deployment	2024-06-16	High	A. Smith	Contact hosting, escalate if unresolved in 24h	2024-06-17	In Progress	Hosting ticket opened, awaiting response
2	Lack of documentation for new features	2024-06-10	Medium	B. Lee	Draft and review new feature documentation	2024-06-20	Open	First draft expected by 2024-06-18
3	Client feedback implementation delayed	2024-06-12	Low	C. Gomez	Prioritize feedback items, update timeline	2024-06-22	Open	Pending team review

## Important Notes:

- Update this document regularly to reflect the current status of all issues and actions.
- Provide clear descriptions and actionable steps for each identified issue.
- Assign a responsible owner for each item to ensure accountability.
- Keep all stakeholders informed on progress and changes.
- Use consistent status labels for clarity (e.g., Open, Closed, In Progress).