Outstanding Issues Follow-Up

Date: 2024-06-03
Department/Project: Operations

Issue Log

No.	Description of Issue	Date Identified	Owner/Responsible	Action Taken	Status	Target Closing Date
1	System backup failures during weekends	2024-05-14	IT Team	Investigated backup logs; patch update planned	Open	2024-06-10
2	Delayed supplier invoice reconciliation	2024-05-28	Finance Lead	Sent reminders to supplier, pending response	In Progress	2024-06-07
3	Office access card reader malfunction	2024-05-29	Admin Supervisor	Requested technician service	Resolved	2024-06-01

Important Notes

- This document should be updated regularly to reflect current status of each issue.
- Clear ownership and target dates help ensure issues are resolved promptly.
- Keep descriptions concise, focusing on main points and actions required.
- Archive resolved issues periodically to keep the list manageable.
- Share the updated document with all relevant stakeholders.