

Action Owner Assignment Table

| # | Action Item | Action Owner | Due Date | Status | Remarks |
|---|--------------------------------------|--------------|------------|-------------|-----------------------------|
| 1 | Prepare project kickoff presentation | Jane Doe | 2024-07-05 | In Progress | Slides template prepared |
| 2 | Update client requirements | John Smith | 2024-07-10 | Pending | Waiting for client feedback |
| 3 | Arrange team meeting | Susan Lee | 2024-07-07 | Completed | Meeting held on 2024-07-06 |
| 4 | Compile weekly progress report | Mike Brown | 2024-07-08 | In Progress | Data collection ongoing |

Important Notes:

- Each action item must have a clearly assigned owner and due date for accountability.
- Regularly update the status and remarks to reflect progress and any challenges.
- Review and revise the table during project meetings to ensure alignment.
- This document helps streamline collaboration and improve project tracking.