

Follow-Up Action Tracking Sheet

Project/Department: _____

Date: _____

Prepared By: _____

| # | ACTION ITEM | RESPONSIBLE PERSON | TARGET DATE | STATUS | REMARKS | FOLLOW-UP/NEXT STEPS |
|---|-------------------------|--------------------|-------------|-------------|--------------------------|--|
| 1 | Update project timeline | A. Johnson | 2024-07-10 | In Progress | Awaiting team feedback | Send reminders; re-evaluate milestones |
| 2 | Share meeting minutes | M. Lee | 2024-07-05 | Completed | Sent to all stakeholders | None |
| 3 | Review safety protocols | S. Patel | 2024-07-12 | Pending | - | Schedule safety meeting |
| 4 | Procure new equipment | L. Smith | 2024-07-15 | In Progress | Vendor shortlisted | Finalize purchase by next week |

IMPORTANT NOTES:

- This sheet should be updated regularly to reflect the latest status of all action items.
- Clearly assign responsibility and realistic deadlines to ensure accountability.
- Include specific remarks and next steps to track progress effectively.
- Archive completed actions for future reference and audits.
- Sharing this document among team members promotes transparency and collaboration.