

# 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.