

Follow-Up Action Tracking Sheet

Project/Meeting:

Date:

| # | Action Item | Assigned To | Date Assigned | Due Date | Status | Remarks/Updates |
|---|---------------------------|-------------|---------------|------------|-------------|-----------------------------|
| 1 | Prepare Q2 project report | Alice Smith | 2024-06-11 | 2024-06-20 | In Progress | Section 1 completed |
| 2 | Schedule Client Meeting | John Lee | 2024-06-11 | 2024-06-13 | Pending | Waiting for client response |
| 3 | Update Project Timeline | Karen Adams | 2024-06-12 | 2024-06-15 | Completed | Timeline updated and shared |
| 4 | Send Feedback Summary | Mark Rivers | 2024-06-11 | 2024-06-14 | Pending | Draft in progress |

Important Notes:

- Each action item should have a clear owner and specific deadline.
- Update the status and remarks regularly for transparent follow-ups.
- Use this sheet to review progress at meetings and ensure accountability.
- Archive completed actions for reference and record-keeping.
- Keep communication open for updates or changes to assigned tasks.