

Issue and Action Item Status Report

1. Issue Log

Issue ID	Description	Owner	Impact	Status	Date Opened	Date Closed	Comments
ISS-01	Missed milestone on design phase	A. Smith	High	Open	2024-06-01	-	Awaiting client feedback
ISS-02	Resource shortage in dev team	M. Lee	Medium	Closed	2024-05-15	2024-06-15	New hires onboarded

2. Action Item Log

Action ID	Description	Owner	Priority	Status	Due Date	Completion Date	Notes
ACT-01	Submit revised design by Friday	J. Doe	High	In Progress	2024-06-21	-	Draft under review
ACT-02	Schedule stakeholder meeting	T. Ray	Medium	Completed	2024-06-14	2024-06-10	Meeting held as planned

Important Notes:

- Update the report regularly to reflect current status of issues and actions.
- Clearly assign owners and due dates to ensure accountability.
- Use standardized impact and priority levels for consistency.
- Document closure and resolution comments for future reference.
- This report facilitates effective communication among stakeholders.