

Action Items and Issues Log

Milestone Tracking

1. Action Items Log

#	Action Item	Owner	Due Date	Status	Comments/Updates
1	Finalize project requirement document	Jane Doe	2024-07-05	In Progress	Draft under review
2	Obtain stakeholder sign-off	Mark Lee	2024-07-10	Pending	Scheduled for next meeting
3	Set up project repository	Alex Green	2024-06-25	Completed	Repository link shared

2. Issues Log

#	Issue Description	Owner	Date Identified	Severity	Status	Resolution/Update
1	Delay in receiving vendor specifications	Laura Kim	2024-06-18	High	Open	Vendor follow-up scheduled
2	Testing environment setup errors	Sara Wong	2024-06-20	Medium	Resolved	Configuration updated

Important Notes

- Update the log regularly to reflect status and ownership changes.
- Ensure each action item and issue is clearly defined, with realistic deadlines.
- Use this document to track milestones, follow up, and maintain accountability within the team.
- Review open issues frequently to prevent milestone delays.
- Archived items can be moved to a separate section or document for future reference.