

Action Item and Follow-Up Log

#	Action Item	Owner	Due Date	Status	Comments/Updates
1	Prepare project summary report	Alex Smith	2024-06-15	In Progress	Draft completed. Awaiting feedback from team.
2	Schedule client follow-up meeting	Priya Mehta	2024-06-18	Pending	To be scheduled after receiving availability from client.
3	Update risk assessment document	Michael Lee	2024-06-20	Completed	All changes made; document uploaded to project drive.

Important Notes:

- Each action item should clearly specify the responsible owner and due date.
- Update the status and comments regularly to keep the log current and actionable.
- Use this log during meetings to review progress and address pending tasks.
- Maintain transparency by making the log accessible to all relevant stakeholders.
- Review and archive completed action items periodically to keep the document focused.