



ACTION LOG: Project Name	NAME	PRESENT	REGRETS	NAME	PRESENT	REGRETS	Meeting Date/Time:	
							Location:	

Action item identified with immediate action required. Immediate follow-up is required and the action item may soon become an issue if the necessary action can't be completed within the required timeframe and will have a negative impact on the project plan, scope, etc.

Action item identified which requires further investigation, clarification or work to be performed to satisfy the project needs. Consideration should be taken to determine if the action item should be included within the project plan or how likely insufficient action could lead to an issue.

Action item identified and all necessary steps were completed as required.

Item identified, discussed and no action was required.

Action Item #	Description of Discussion/Action Item	Assigned To	Date Assigned	Scheduled Completion Date	Date Completed