



# Action Item Worksheet

Issue	Priority	Description	Actionee	Date Open	Due Date
<b>1.</b>					
	<i>Follow-up: How resolved?</i>				
<b>2.</b>		Description	Actionee	Date Open	Due Date
	<i>Follow-up: How resolved?</i>				
<b>3.</b>		Description	Actionee	Date Open	Due Date
	<i>Follow-up: How resolved?</i>				
<b>4.</b>		Description	Actionee	Date Open	Due Date
	<i>Follow-up: How resolved?</i>				
<b>5.</b>		Description	Actionee	Date Open	Due Date
	<i>Follow-up: How resolved?</i>				
<b>6.</b>		Description	Actionee	Date Open	Due Date
	<i>Follow-up: How resolved?</i>				
<b>7.</b>		Description	Actionee	Date Open	Due Date
	<i>Follow-up: How resolved?</i>				