#### **Project Name:**

#### **Current Date:**

## Issues & Actions Log

#### **Open:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **#** | **Issue** | **Status** | **Owner** | **Priority** | **Due Date** | **Action Item(s) and Comments** |
| 1 |  |  |  |  |  |  |

*Status choices: Open, Closed*

## Decision Log

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **Description** | **Decision** | **Decision Date** | **Related Items** | **Comments (How and why the decision was made)** |
| 1 |  |  |  |  |  |

*Decision choices: Approved, Declined, Pending, Cancelled*