

# Action Items and Decision Log

## Status Report

**Project:**

[Project Name Here]

**Date:**

[Report Date]

**Action Items**

#	Description	Owner	Due Date	Status	Notes
1	[Action description]	[Owner Name]	[YYYY-MM-DD]	[Open/In Progress/Closed]	[Additional notes]
2	[Action description]	[Owner Name]	[YYYY-MM-DD]	[Open/In Progress/Closed]	[Additional notes]

**Decision Log**

#	Decision	Date	Responsibility	Rationale	Status
1	[Decision summary]	[YYYY-MM-DD]	[Responsible Party]	[Brief rationale]	[Confirmed/Pending]
2	[Decision summary]	[YYYY-MM-DD]	[Responsible Party]	[Brief rationale]	[Confirmed/Pending]