

State of Vermont

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Project Name Here

Action Item Log

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Prepared By: (Your Name)

Date of Publication: mm/dd/yyyy

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| Action Item # | Action Item Description | Priority(L/M/H) | Date Assigned | Assigned To | Due Date | Status | Resolution/Comments |
| 1 |  |  |  |  |  | Complete |  |
| 2 |  |  |  |  |  | On Hold |  |
| 3 |  |  |  |  |  | In Progress |  |
| 4 |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |
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| 12 |  |  |  |  |  |  |  |
| 13 |  |  |  |  |  |  |  |
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