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Action Items – Closed

Project Name:	XYZ Computer Systems	**Team Leader:**	Bob Allison
Team Name:	Engineering	**Date Updated:**	03/04/09

No.	Description / Comments / Updates	Assigned To	Date (mm/dd/yy)		
			Opened	Due	Closed
1	Provide additional training to new team member	Bob A.	02/16/09	02/17/09	02/24/09
2	Update project plan due dates for Model 300 BOM setup completion	Bob A.	02/23/09	02/25/09	03/04/09