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Action Items – Open

Project Name:	XYZ Computer System	**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
3	Contact vendor to resolve BOM setup questions	Ken O.	03/04/09	03/05/09	
4	Put additional effort on Model 300 activities to make up time lag.	Bob A.	03/04/09	03/06/09	
5	Replace Mary's PC – needs rebooting several times a day.	Bob A.	03/04/09	03/05/09	