

# Simple Action Plan for Task Tracking

| # | Task                                           | Responsible                              | Due Date             | Status                                          | Remarks                            |
|---|------------------------------------------------|------------------------------------------|----------------------|-------------------------------------------------|------------------------------------|
| 1 | <input type="text" value="Describe the task"/> | <input type="text" value="Person/Team"/> | <input type="text"/> | <input type="text" value="Select"/> <div></div> | <input type="text" value="Notes"/> |
| 2 | <input type="text" value="Describe the task"/> | <input type="text" value="Person/Team"/> | <input type="text"/> | <input type="text" value="Select"/> <div></div> | <input type="text" value="Notes"/> |
| 3 | <input type="text" value="Describe the task"/> | <input type="text" value="Person/Team"/> | <input type="text"/> | <input type="text" value="Select"/> <div></div> | <input type="text" value="Notes"/> |