Action Item Report

Avatar Improvement Meeting: Homeless Indicator

ProjectLead   *ProjectNote*

AssignDate	DueDate	Priority	ActionDescription	Assigned to
1/28/2021	2/11/2021	1	Need Project/Change Management Form filled out	Adriana
1/28/2021	2/9/2021	1	Gian to provide report of existing homeless data in Avatar	Gian

Avatar Improvement Meeting: Melissa's Action Items

ProjectLead   *ProjectNote*

AssignDate	DueDate	Priority	ActionDescription		Assigned to
				Melissa	
1/28/2021	2/9/2021	2	Add Excel Swimlane Workflow Template to Teams		Melissa
1/28/2021	2/3/2021	2	Post Meeting Minutes to the website		Melissa
1/14/2021	2/11/2021	1	Update Workflow Template with Shape Legend		Melissa

Avatar Improvement Meeting: ROI Consent Tracking

ProjectLead   *ProjectNote*

AssignDate	DueDate	Priority	ActionDescription	Assigned to
1/28/2021	2/11/2021	1	Everyone - Test login to UAT and take a look at the form - Legal Tracking	All
1/28/2021	2/5/2021	1	QI To provide a list of approved forms for the Widget	QI
1/28/2021	2/11/2021	1	Gian to investigate if Date field can auto-populate out a year	Gian
1/28/2021	2/11/2021	1	Gian to work on Auto-Population of Staff name in Form	Gian