

Workshop issue review

Fictional worked example / Use your own task and evidence

Review the next action, the decision needed, and the closure evidence.

ISS-01 Registration shows the old venue

Raised	November 4
Impact	Readers may plan travel to the wrong location.
Priority / reason	High: registration is open and the address is wrong now.
Owner	Avery, registration lead
Next action	Replace the address; compare the public page with the confirmed booking.
Due	November 4, before the next invitation
Decision / help	No decision needed: booking is confirmed.
Status	In progress
Closure evidence	Closure evidence not yet recorded.
Last update date	_____
Closure date	_____

ISS-02 Presentation connector does not fit

Raised	November 4
Impact	The planned presentation setup cannot be used as tested.
Priority / reason	Medium in this example: a loan laptop is available, pending speaker approval.
Owner	Jordan, event producer
Next action	Ask the speaker to test the presentation on the loan laptop.
Due	November 6
Decision / help	Speaker confirms the alternative setup or requests another arrangement.
Status	Waiting for decision
Closure evidence	Closure evidence not yet recorded.
Last update date	_____
Closure date	_____

Status key: New / In progress / Waiting for decision / Closed. Waiting identifies a decision and its owner; Closed requires a checked result. Unknown update and closure dates stay blank.

Do not close a row because someone proposed a fix. Record the checked outcome. If earlier invitations contained the wrong address, decide who needs a separate correction.