

Date	Report Title	Author	Summary	Action Items
2023-10-01	Monthly Sales Report	John Doe	Summary of sales performance for October.	1. Review sales strategies. 2. Set targets for November. 3. Analyze competitor performance.
2023-10-05	Marketing Analysis	Jane Smith	Overview of marketing campaign outcomes.	1. Adjust ad budgets based on results. 2. Plan next campaign. 3. Research customer feedback.
2023-10-10	Financial Update	Sarah Brown	Financial performance and forecasts.	1. Prepare budget for Q4. 2. Review cost-cutting measures. 3. Submit financial report to stakeholders.