[Company name]

*How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue **[field]** until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.*

Meeting Action Tracker

Stopping actions from being forgotten: one row per action with owner, due date, and status, reviewed at the next meeting.

Tracker details

Meeting	[Meeting name]
Meeting date	**[Meeting date]**
Tracker owner	**[Tracker owner]**
Prepared by	**[Name and role]**
Owner	**[Name and role]**
Version	1.0
Date	**[DD Month YYYY]**
Review date	**[Review date]**

Actions

Open [ ]	Done [ ]	Overdue [ ]	Carried forward [ ]

Action	Owner	Due	Status	Update (date and note)
Example: Confirm the venue booking for the June workshop	Office Manager	20 May 2026	In progress	15 May: venue holding the date; deposit pending
Example: Circulate the revised rota	Team Lead	22 May 2026	Done	22 May: rota sent to all staff

[Company name]

Action	Owner	Due	Status	Update (date and note)

Overdue actions

Action	Owner	Was due	Reason for delay	New date
Example: Submit the supplier tender	Facilities Lead	01 May 2026	Awaiting quotes	15 May 2026

Review at next meeting

Actions closed since last review	
Actions carried forward	
Next review date	

[Company name]

Completion checklist

✓	Check
	Every action from the meeting is on this tracker - nothing lives only in someone's notes.
	Overdue actions have a reason and a new date, not just a red status.
	The tracker is reviewed on **[Review date]** and the summary is updated.