[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	

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.