# [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. 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 date:** _____ **Tracker owner:** _____

**Prepared by:** _____ **Owner:** _____ **Version:** 1.0

**Date:** _____ **Review date:** _____

## Actions

**Status:** 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 |
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## 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 |
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**Review at next meeting: Actions closed since last review:** _____

**Actions carried forward:** _____

**Next review date:** _____

**Completion checklist: [ ]** 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.