Ashford Business Services Ltd

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	Sarah Mitchell
Meeting date	**9 November 2026**
Tracker owner	**Tracker owner**
Prepared by	**James Patel, Office Manager**
Owner	**Emma Clarke, Finance Manager**
Version	1.0
Date	**9 November 2026**
Review date	**9 November 2027**

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

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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.

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✓	Check
	The tracker is reviewed on **9 November 2027** and the summary is updated.