**[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) |
|---|---|---|---|---|
| | | | | |
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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** | |

**[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. |