[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

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: [ ] 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.