

# MEETING / ACTION LOG

Record the decision and the next action separately. Assign one owner and a due date, then update progress when the team reviews the action.

Meeting / team

Date

Chair / recorded by

Next review date

STATUS KEY   O = open   P = in progress   B = blocked   D = done

## Actions to follow up

| No. | Decision / topic | Next action | Owner | Due date | Status | Progress / completion evidence |
|-----|------------------|-------------|-------|----------|--------|--------------------------------|
| 1   |                  |             |       |          |        |                                |
| 2   |                  |             |       |          |        |                                |
| 3   |                  |             |       |          |        |                                |
| 4   |                  |             |       |          |        |                                |
| 5   |                  |             |       |          |        |                                |
| 6   |                  |             |       |          |        |                                |

## Carry forward / decisions still needed

Action reference / question / person to consult