Meeting Action Log

Keep the decisions after the conversation. Capture actions, owners, deadlines, and the context behind them.

Meeting: Monday launch check-in | October 26, 2026

Action	Owner	Due date	Priority	Status	Decision / context
Send revised project brief	Alex	2026-10-27	High	Done	Use the smaller pilot scope
Confirm two pilot customers	Jamie	2026-10-29	High	In progress	Invite one new and one existing team
Share support themes	Robin	2026-10-30	Medium	To do	Focus on setup questions
Book next review	Sam	2026-11-02	Low	To do	Include the pilot owners

Illustrative example. Replace the sample data with your team's information. Editable version included as a separate Excel download.

Free to adapt and share within your team. Not for resale or redistribution as a template collection.

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Team / project: _____ Period / date: _____

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Blank worksheet - calculate totals manually. The Excel file includes automatic summaries.

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