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Meeting action item tracker



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ACTION TRACKER

follow-up log

Meeting / date · _____

Action 1 · ____ Owner: ____ Due: ____ Status: ____

Action 2 · ____ Owner: ____ Due: ____ Status: ____

Action 3 · ____ Owner: ____ Due: ____ Status: ____

Action 4 · ____ Owner: ____ Due: ____ Status: ____

Decisions made · _____

Next meeting / review date · _____

EVERY ACTION NEEDS AN OWNER AND A
DATE — OR IT WON'T HAPPEN

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