Team Decisions and Action Items Tracker

This sheet is a powerful tool for capturing the essence of a meeting's outcomes.

Meeting Date: [Insert Date]

Project/Topic: [Insert Project/Topic]

No.	Action Item (What needs to be done?)	Assigned To (Who is responsible?)	Deadline (When should it be completed?)	Status (Where does it stand?)	Notes (Any additional info?)
1					
2					
3					
4					
5					
6					
...					
25					

Instructions:

- Fill in the "No." column with the number corresponding to the action item.
- In the "Action Item" column, describe the task that was agreed upon.
- The "Assigned To" column should list the individual or team responsible for the action.
- Set a clear and achievable deadline in the "Deadline" column.
- Regularly update the "Status" column to track the progress of the action item.
- Use the "Notes" column for any additional information, comments, or references related to the action.

Make sure to save and distribute this document to all relevant team members after the meeting for maximum efficiency and follow-up.

Example: Team Decisions and Action Items Tracker					
Meeting Date: June 18, 2024					
Project/Topic: Launch of New Software Feature "WaveSync"					
No.	**Action Item** (What needs to be done?)	**Assigned To** (Who is responsible?)	**Deadline** (When should it be completed?)	**Status** (Where does it stand?)	**Notes** (Any additional info?)
1	Finalize UI/UX design for WaveSync	Sarah Johnson	June 25, 2024	In Progress	Ensure alignment with brand guidelines.
2	Develop initial prototype	Mark Anderson	July 5, 2024	In Progress	Prototype to include basic functionalities.
3	Conduct internal testing of the prototype	Jessica Lee	July 10, 2024	Not Started	Test for bugs and usability issues.
4	Prepare marketing materials (brochures, videos, etc.)	Emily Davis	July 15, 2024	In Progress	Highlight key features and benefits of WaveSync.
5	Schedule a demo for potential clients	Tom Wilson	July 20, 2024	Not Started	Coordinate with marketing for demo content.