

Meeting Notes Follow Up Grid

Printable PDF • A4 + US Letter

Included

- 3 pages (Cover + Tracker + Notes)
- Print as many copies as needed
- Designed for clean handwriting

Printing Tips

- Use 100% scale (no fit-to-page)
- Pen or pencil both work well
- Keep in a binder for reuse

How to use

- 1) Print the pages you need
- 2) Fill in one line at a time
- 3) Review weekly and adjust

Main Tracker

Date	Task / Idea	Priority	Status	Time	Notes

Notes & Summary

Notes

Lined area for taking notes.

Highlights

Lined area for recording highlights.

Next Steps

Lined area for recording next steps.

Reminders

Lined area for recording reminders.