

Project and action tracker

Print version. Use the editable workbook for live counts, filters and due checks.

Meeting date: _____

Group / team: _____

Meeting review	Count
Open actions	_____
Overdue	_____
Due today	_____
Due in the next 7 days	_____
Waiting	_____
Missing owner	_____
Missing due date	_____
Missing status	_____
Date needs correction	_____
Done	_____
Cancelled	_____
Total recorded	_____

Fill the counts by hand after reviewing the action log. More than one flag may apply to the same action.

Use this at each meeting

1. Add each agreed action on its own row.
2. Name one owner, a due date and a concrete next step.
3. Use the same project name for related actions.
4. Review overdue, due-soon and waiting actions together.
5. Update the status before the meeting ends.

Status guide

- Not started: agreed, but work has not begun.
- In progress: the owner is working on it.
- Waiting: record the help, reply or decision needed.
- Done: the agreed action is finished.
- Cancelled: the group has decided to stop the action.

What the counts mean

- Open actions exclude Done and Cancelled. Missing-owner and due-date counts cover open actions only.
- The next 7 days means tomorrow through seven days after the meeting date. A missing status still counts as open.

Action log

One action per row. Keep the next step specific enough for the owner to start.

Meeting date: _____ Group / team: _____

Action	Project	Owner	Due date	Status	Next step	Support needed	Notes or link	Due check

Due check: mark Overdue, Due today, Due in 7 days, Later, Add due date, Check date or Closed. See the status guide on page 1.

Copy this page for more actions. Keep previous pages so completed work stays available for future meetings.