

MEETING ACTION ITEMS TEMPLATE

Topic of the meeting	
Meeting level	
Date	
Time	

Number	Action item	Assignee	Department/Team	Priority	Due date	Status	Notes
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

No.	Attendees
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	

