

Action Item & Follow-Up Tracker Template

Governance, Process & Reporting — Sample Template

Purpose

Use this tracker to carry open items forward from meeting to meeting until they are marked done. Every open item should appear on the next meeting's agenda automatically — nothing gets dropped between syncs.

How to Use This Tracker

- Add every open item the moment it's raised, whatever meeting it came from
- Carry unresolved items forward automatically onto the next meeting's agenda
- Review the full tracker at the start of every cadence meeting, not just the new items

Tracker

#	Action Item	Owner	Date Raised	Due Date	Status
1	Finalize Q3 pricing communication	Head of Sales	Aug 20	Sep 15	In Progress
2	Renew cloud hosting vendor contract	Chief of Staff	Aug 22	Sep 5	Done
3					
4					
5					
6					

Status Legend

- Not Started — no work has begun
- In Progress — actively being worked
- Blocked — needs input or a decision from someone else before it can move
- Done — closed out, no further action needed

Best Practice

An item carried for more than two consecutive meetings without movement should be escalated or explicitly killed — not silently carried a third time.