

Action items

Organisation: _____

Committee or team: _____

Last updated: _____

Two rules that make or break this list

- One named owner per item. "The department" is not an owner, and an item owned by two people is owned by nobody.
- A due date, not a phrase. "Soon" and "next week" are deadlines that expire without anyone noticing.

Open items

#	Item	Owner	Source (meeting / decision)	Due	Status

Overdue items

Whatever passes its date moves here, with the reason for the delay written down — not to hold anyone to account, but because a recurring reason is a fault in the process rather than in the person.

Item	Owner	Original due	Reason for delay	New due

