SAMPLE

Excerpt from: Meeting Notes & Action Tracker

This sample shows the first 3 page(s) of the full 115-page product.

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SKILLQUESTERS

MEETING NOTES & ACTION TRACKER

100 meetings. Zero dropped balls.

Every meeting ends with action.

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How To Use This Tracker

Remote work runs on meetings — and meetings fail when **nobody writes down what was decided and who does what**. This tracker fixes that with 100 structured meeting pages plus 12 weekly rollups.

The 5-minute meeting habit:

1. Before: write the title, date, attendees, and your 3 agenda points.

2. During: capture notes and — most important — every action item with an **owner** and a **due date**. An action without an owner is a wish.

3. After: tick the decisions box, then copy open actions into the weekly rollup.

4. Weekly: review the rollup every Friday. Chase what is stuck, celebrate what shipped.

Rule: if it is not in the tracker, it did not happen. Your future self — the one asked 'whatever happened with that?' — will thank you.

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Meeting #1

Notes + actions

Meeting title: _____

Date: **Time:** _____

Attendees: _____

Agenda

1. _____
2. _____
3. _____

Notes

Action items

Action	Owner	Due date	Done
			☐
			☐
			☐
			☐
			☐
			☐

Decisions made

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