

EFFECTIVE MEETING MINUTES ACTION ITEMS FOR ENHANCED PRODUCTIVITY

Action Item	Responsible Person	Due Date	Status
Review project proposal	John Doe	March 15, 2022	In progress
Conduct market research	Jane Smith	February 28, 2022	Completed
Develop prototype	Sarah Johnson	March 31, 2022	Not started
Finalize budget plan	Michael Brown	April 10, 2022	In progress
Coordinate with vendors	Emily Davis	March 5, 2022	Completed
Present findings to team	David Wilson	March 20, 2022	Not started
Collect client feedback	Andrew Thompson	March 12, 2022	In progress
Schedule follow-up meeting	Samantha Lee	March 8, 2022	Not started
Prepare presentation slides	Jessica Taylor	March 22, 2022	Completed
Document meeting minutes	All attendees	February 25, 2022	Completed

Excel Meeting Action Template

J Elliott



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