



## AGENCY OPERATIONS

# Meeting action register

A clean action register for turning meetings into owned commitments with due dates instead of a longer list of notes.

A practical worksheet from Stelaah

Use it, adapt it, and save it with the client work it supports.

**HOW TO USE THIS**

Meetings end with good intent but vague follow-through.

**WORK THROUGH THE CHECKLIST**

- ☐ 01 **Capture the action**  
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\_\_\_\_\_
- ☐ 02 **Name one owner**  
\_\_\_\_\_  
\_\_\_\_\_
- ☐ 03 **Set a due date**  
\_\_\_\_\_  
\_\_\_\_\_
- ☐ 04 **Link the source context**  
\_\_\_\_\_  
\_\_\_\_\_
- ☐ 05 **Confirm the expected outcome**  
\_\_\_\_\_  
\_\_\_\_\_
- ☐ 06 **Review open actions next time**  
\_\_\_\_\_  
\_\_\_\_\_

**Before you close this**

Name one owner, one next action, and one date. A worksheet only helps when the next commitment is visible to the people doing the work.

## Notes and decisions

Use this page to record what changes after you work through the checklist.

This practical workflow resource is not legal, financial, tax, or security advice. Adapt it to your team and circumstances.