



Build your checked action table

Type into a compatible PDF reader and save a copy, or print and write by hand.

Project / meeting

Review date

Source notes / permitted source location

AGREED ACTION 1

Task

Owner

Deadline as written

Dependency

Exact supporting quote / location

AGREED ACTION 2

Task

Owner

Deadline as written

Dependency

Exact supporting quote / location



Resolve questions. Review. Share.

Keep proposals separate from commitments. Confirm missing details with the people involved.

Proposals / approval still needed

Open questions / person who can answer

Date context to confirm: year, meeting date, timezone if relevant

Follow-up draft based only on checked facts and questions

- ☐ I checked tasks, owners, dates and status against the original notes.
- ☐ I kept unknown details visible and suggestions separate.
- ☐ I reviewed the draft and will confirm commitments before sharing or scheduling.

Use "not specified" rather than guessing. A dependency such as "after the agenda arrives" is not a calendar deadline. This worksheet does not send messages or schedule events.