

Committee Meeting Minutes Report: Action Items

Action items in committee meeting minutes are **essential tasks** assigned to members for follow-up. They ensure accountability and track progress on decisions made during the meeting. Clear documentation of these items facilitates efficient project management and communication.

Sample Action Items Table

Action Item	Assigned To	Due Date	Status
Prepare quarterly budget report	Jane Smith	2024-07-15	In Progress
Schedule project review meeting	Ahmed Patel	2024-06-29	Pending
Update committee members list	Lisa Chen	2024-07-05	Completed

Best Practices

- Clearly assign each action item to a specific member.
- Include due dates and status updates for easy tracking.
- Review and update action items at each subsequent meeting.
- Document any changes or follow-ups related to existing action items.