

Monthly Office Meeting Tracking Table

Date	Time	Agenda	Attendees	Key Decisions	Action Items
	e.g. 10:00 AM	Agenda details	List of attendees	Key decisions made	Action items
	e.g. 10:00 AM	Agenda details	List of attendees	Key decisions made	Action items
	e.g. 10:00 AM	Agenda details	List of attendees	Key decisions made	Action items