

TableStudio Meeting Minutes and Action Register

PDF preview - native TableStudio sheets are prepared for A3 landscape print with fit-to-width enabled.

Meeting Setup

Field	Value	Guidance
Meeting title	Weekly coordination meeting	Short title for search and archive.
Project / workspace	Project Alpha	Use the same name as the project or workspace context.
Date / time	2026-05-07 / 10:00-11:00	Include timezone when external partners attend.
Chair / minute taker	Project Manager / Project Coordinator	Confirm authority and minutes owner.

Minutes Preview

Item ID	Agenda item	Discussion summary	Outcome / next step	Owner	Due date	Status	Priority	Follow-up	Evidence / link
M-001	Previous action review	Open actions and blockers were reviewed.	Blocked items to be escalated before next meeting.	Project Manager	2026-05-10	In progress	High	Due soon	Attach evidence if needed.
M-002	Current priorities	Dependencies and approvals were discussed.	Owners confirmed for approval packages.	Discipline Lead	2026-05-14	Open	Medium	On track	

Decision Log Preview

Decision ID	Source item	Topic	Decision	Owner / authority	Decision date	Status	Evidence / reference
D-001	M-001	Escalation route	Blocked actions older than seven days will be escalated.	Project Manager	2026-05-07	Agreed	Meeting recording or action note
D-002	M-002	Approval owner	One approval owner will be assigned per deliverable package.	Discipline Lead	2026-05-07	Agreed	

Action Register Preview

Action ID	Source	Action	Owner	Due date	Status	Traffic light	Evidence / link
A-001	M-001	Close blocked actions or escalate them.	Project Manager	2026-05-10	In progress	Due soon	Attach evidence if needed.
A-002	M-002	Assign one approval owner for each deliverable package.	Discipline Lead	2026-05-14	Open	On track	