

Meeting minutes

All records

MEETINGS MINUTED
2
13 minute items recorded

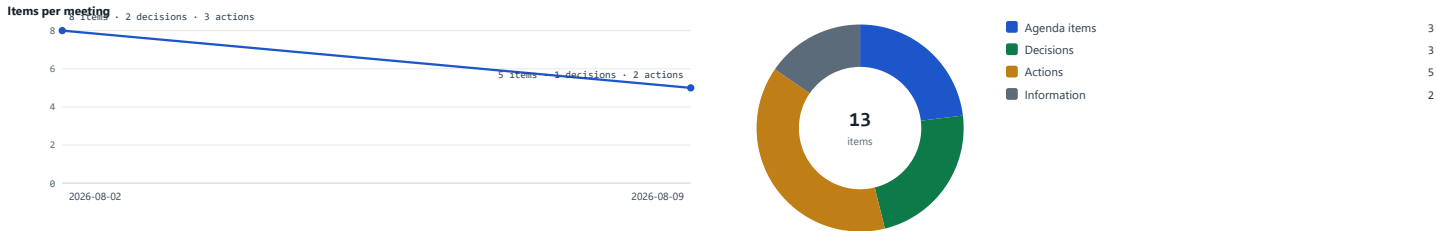
DECISIONS RECORDED
3
1.5 per meeting

ACTIONS OPEN
4
1 overdue

ACTION COMPLETION
20%
1 closed of 5 raised

LONGEST-OPEN ACTION
7d
Repair the line 2 guard interlock

13 of 13 record(s) included. All records. Amounts in USD.

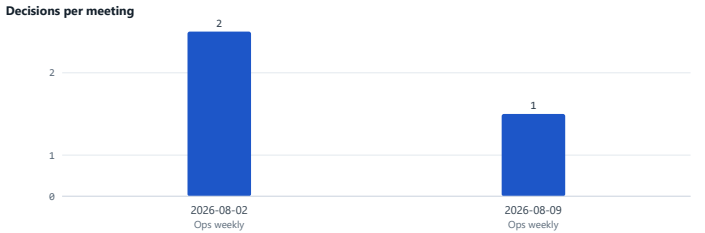


The number of minute items each meeting produced. A count that climbs meeting after meeting usually means the agenda is growing faster than anything is being closed. The number of minute items each meeting produced. A count that climbs meeting after meeting usually means the agenda is growing faster than anything is being closed.

A meeting that is all information and no decisions is a status email with chairs. Decisions and actions are what justify the hour. A meeting that is all information and no decisions is a status email with chairs. Decisions and actions are what justify the hour.



Open and in-progress actions per owner. One person holding most of the bars is a meeting that assigns rather than distributes. Open and in-progress actions per owner. One person holding most of the bars is a meeting that assigns rather than distributes.



Count of recorded decisions at each meeting. Several meetings in a row with zero decisions is worth raising — at the meeting. Count of recorded decisions at each meeting. Several meetings in a row with zero decisions is worth raising — at the meeting.

Minutes of the latest meeting

#	TYPE	ITEM	MINUTE	OWNER	DUE	STATUS
1	Info	Attendance — AF, KA, RS, JB, MC; apologies DT	Standing weekly operations meeting, production office, 08:30.	—	—	Minuted
2	Agenda	Review of open actions	Resin delivery date confirmed in writing for next Tuesday — action closed. Guard interlock repair not started ...	—	—	Minuted
3	Decision	Two-week trial of the thinner packing film	Decided: run a two-week trial of the 19-micron packing film on the retail line, starting Monday, with scrap an...	—	—	Minuted
4	Action	Set up the daily scrap tracking sheet for the film trial	JB to set up a one-page daily tally of scrap and punctures on the retail line, agreed with the line leads, rea...	JB	2026-08-14	Open
5	Action	Book forklift refresher training for two drivers	MC to book the refresher course for the two drivers whose certificates lapse at the end of the month; confirm ...	MC	2026-08-21	Open

Open actions across all meetings

ACTION	OWNER	FROM MEETING	DUE	STATE	AGE (DAYS)
Repair the line 2 guard interlock	KA	Ops weekly · 2026-08-02	2026-08-07	Overdue	7
Redraft the shift handover template	AF	Ops weekly · 2026-08-02	2026-08-13	Due soon	7
Set up the daily scrap tracking sheet for the film trial	JB	Ops weekly · 2026-08-09	2026-08-14	Due soon	0
Book forklift refresher training for two drivers	MC	Ops weekly · 2026-08-09	2026-08-21	Scheduled	0

Minute items

MEETING	DATE	#	TYPE	ITEM	RAISED BY	OWNER	DUE	STATUS	FLAG
Ops weekly	2026-08-02	1	Info	Attendance	AF	—	—	Done	—
Ops weekly	2026-08-02	2	Agenda	Review of open actions	AF	—	—	Done	—
Ops weekly	2026-08-02	3	Agenda	Line 2 changeover overruns	KA	—	—	Done	—
Ops weekly	2026-08-02	4	Decision	Weekend overtime shift approved	RS	—	—	Done	—
Ops weekly	2026-08-02	5	Decision	Monthly stock count moved to first Monday	JB	—	—	Done	—
Ops weekly	2026-08-02	6	Action	Repair the line 2 guard interlock	KA	KA	2026-08-07	Open	Overdue
Ops weekly	2026-08-02	7	Action	Chase resin supplier for a firm delivery date	RS	RS	2026-08-06	Done	—
Ops weekly	2026-08-02	8	Action	Redraft the shift handover template	DT	AF	2026-08-13	In progress	—
Ops weekly	2026-08-09	1	Info	Attendance	AF	—	—	Done	—
Ops weekly	2026-08-09	2	Agenda	Review of open actions	AF	—	—	Done	—
Ops weekly	2026-08-09	3	Decision	Two-week trial of the thinner packing film	MC	—	—	Done	—
Ops weekly	2026-08-09	4	Action	Set up the daily scrap tracking sheet for the film trial	MC	JB	2026-08-14	Open	—
Ops weekly	2026-08-09	5	Action	Book forklift refresher training for two drivers	KA	MC	2026-08-21	Open	—

Notes

Sample meeting series — replace every item with your own before circulating anything.

Minutes are a record of what the note-taker heard, not a transcript of what was said, and the difference only surfaces when it matters. Read the decisions and actions back to the room before the meeting closes — it takes two minutes and it is the only proof-reading that counts. This tool records what you type and counts it; it cannot tell whether a decision was captured as it was actually made.