

ABC

Board Outstanding Action Points

This record should be used by boards to log all the actions that they agree at board meetings, so they don't get lost or forgotten about. For instance if at a board meeting, 3 actions are agreed, then these should be recorded in the minutes as timebound actions for certain individuals and then recorded in this log so there is a single source for all board outstanding action items.

Action Point No.	Date raised	Agenda Topic	Action	Owner(s)	When	Current Status
AP1						
AP2						
AP3						
AP4						
AP5						
AP6						
AP7						
AP8						
AP9						
AP10						
AP11						
AP12						
AP13						
AP14						
AP15						
AP16						
AP17						
AP18						
AP19						
AP20						