[Sample Template]

Action Taken Report

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S. No** | **Meeting No, Date of Meeting & Item No** | **Subject** | **Comment** | **Responsibility** | **Status** | **Proposed / actual date of completion** |
| 1 | 1/ 2021 BM / CM– DD.MM.YYYY – Item No 5 | Topic Heading  | What exactly the board / committee has desired. This can be obtained from the minutes | Responsible person – CEO or Treasurer or Company Secretary | The status to be updated before the board meeting. For instance, it is completed or in process, etc | Provide the date of completion or estimated date if not completed. |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |