**<NAME OF GROUP>**

**ACTION TABLE FOR ACTIONS ARISING OUT OF COMMITTEE MEETINGS**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Meeting Date** | **Responsibility** | **Action Description** | **Expected Completion** | **Completion Date** | **Completion Notes** | **Status** |
|  |  |  |  |  |  | **OPEN** |
|  |  |  |  |  |  | **OPEN** |
|  |  |  |  |  |  | **OPEN** |
|  |  |  |  |  |  | **OPEN** |
|  |  |  |  |  |  | **CLOSED** |
|  |  |  |  |  |  | **CLOSED** |
|  |  |  |  |  |  | **CLOSED** |
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| **ACTIONS TIPS AND TRICKS**   * Edit/remove items in blue. * This is a rolling action table and comes directly from action items in the meeting minutes. * Distribute actions within 2 days of meeting |



This template was developed in 2021 by Farm Table Australia for the Young Farmer Business Program and the NSW Department of Primary Industries.

Download the full Young Farmer Group Guide from <http://www.youngfarmer.nsw.gov.au/>.

If you need further information or assistance, please contact the Young Farmer Business Program via their [website](http://www.youngfarmer.nsw.gov.au/).

