

From **In Progress** to **Done** — with the audit trail to prove it.

Assign it, tag it, chase it, **evidence** it. The AgendaWorx action tool turns a flat list of resolutions into a living record that secretaries and trustees work in together, right up to the next sitting.

In Progress **URGENT** **Done**

Colour tells the whole story

Tag every action item — In Progress, Urgent, Done, or wording of your own. One look down the list tells you what is moving, what is stuck and what must be closed out.

COMMENTS & FEEDBACK

Trustees reply on the item itself ●

Trustees and colleagues comment on the items assigned to them and move their own tag from In Progress to Done. A red notification icon appears the moment a comment lands.

REMINDERS

Chase everyone in one click

Send a reminder straight to the person responsible — a clickable link to every item they were actioned on, as many times as you need. Every send is logged.

Who did what, when it was done, and who was reminded

NAME	TASK	TAGS
Peter Prinsloo	Archive 🔔 Reminder 14 April	In Progress + 🗒
Marsha Marias	Discuss and Approve Archive 🔔 Reminder 14 April	Done 3 + 🗒 URGENT + 🗒
Emma Elands	Escalate 🔔 Reminder	3 + 🗒

Show all (5) ▾

🔔 Send Reminders Track Progress ➤

The action list, live. Tags, reminders and comments sit on every line — assign, nudge and track progress in one place.

Assignment and tag history, every reminder sent, every comment received, due dates and completion status — the full record of an action item, at your fingertips.

Assignment & Tag History				
Date	Item	Person	Event	By
18 Aug 2026 12:12	Word table 1	Board	Tag added: In Progress	Gunther Test
18 Aug 2026 12:11	Word table 1	Board	Assigned: Arrange Meeting	Gunther Test
18 Aug 2026 12:11	Word table 1	Astrophysics	Tag added: In Progress	Gunther Test
18 Aug 2026 12:10	Word table 1	Morigan Black	Action changed to: Feedback	Gunther Test
18 Aug 2026 12:09	Word table 1	Engineers	Tag added: Done	Gunther Test
18 Aug 2026 12:05	Word table 1	Chairperson	Assigned: Give	Gunther Test
18 Aug 2026 12:05	Word table 1	Astrophysics	Removed: Approve	Gunther Test
18 Aug 2026 12:05	Word table 1	Budget committee	Removed: Finalise death claim	Gunther Test
18 Aug 2026 12:05	Word table 1	Engineers	Removed: Monitor	Gunther Test
18 Aug 2026 12:05	Word table 1	Morigan Black	Removed: Investigate	Gunther Test
18 Aug 2026 12:05	Word table 1	Tholoana Moremoholo	Removed: Confirm	Gunther Test
12 Aug 2026 15:56	Word table 1	Tholoana Moremoholo	Assigned: Confirm	Tholoana Moremoholo
12 Aug 2026 15:55	Word table 1	Astrophysics	Action changed to: Approve	Tholoana Moremoholo

Notification History				
Date	Item	Person	Status	
Due Dates				
Item	Person	Action	Due Date	Status
Word table 1	Morigan Black	Feedback	18 Aug 2026	Completed
Word table 1	Morigan Black	Discuss	19 Aug 2026	Completed

ASSIGNMENT & TAG HISTORY

Every change, time-stamped and attributed to the person who made it.

NOTIFICATION HISTORY

Proof of each reminder sent, to whom and on which date.

DUE DATES & STATUS

See what was due and what is marked completed.