Commitment Tracker Template

MOSAIC WORX

What is it

A practical working template to help leadership teams document what was decided, who owns it, and what happens next.

Most teams do not lose momentum because they lack discussion. They lose momentum because a meeting ends without a clear record of the commitment, the owner, the due date, or the reason the decision was made. Use this template to make the invisible visible before work starts drifting.

How to Use It

Use one line per decision, commitment, or follow-through item. Complete it before the meeting ends, while the owner and next step are still clear.

This tracker works best when each topic has one accountable decision-maker, defined input, and enough context recorded that the team does not have to relitigate the conversation later.[cite:15][cite:1]

Core Tracker Fields

Field	What to Capture	Why It Matters
Meeting date	The date the commitment was made	Creates a clean record and timeline
Topic or agenda item	The issue, decision, or workstream	Keeps the tracker searchable and easy to scan
Decision or commitment made	What was actually decided or committed to	Prevents vague recaps and conflicting interpretations
Accountable owner	One person with final responsibility	Separates ownership from group discussion
Input contributors	Who provided input before the decision	Preserves collaboration without blurring authority
Rationale or context	Why this choice was made, including tradeoffs if relevant	Helps the decision stick after the meeting
Due date	When the commitment must be completed or resolved	Turns discussion into execution
Success definition	What “done” looks like	Reduces ambiguity and rework
Stakeholders to inform	Who needs to hear the decision	Extends clarity beyond the room
Communication sent?	Yes or no, plus date if sent	Confirms the decision was actually cascaded
Current status	Not started, in progress, done, blocked, or deferred	Gives the team a live picture of follow-through
Risks or blockers	What could prevent completion	Surfaces friction early
Next checkpoint	When this item will be reviewed again	Keeps the tracker active rather than archival

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Working Table

Meeting Date	Topic / Agenda Item	Decision or Commitment Made	Accountable Owner	Input Contributors	Rationale / Context	Due Date	Success Definition	Stakeholders to Inform	Communication Sent?	Current Status	Risks / Blockers	Next Checkpoint

Quick Rules

- One commitment, one owner.
- Input contributors are not joint owners.
- Record the rationale while the conversation is fresh.
- If the team cannot define “done,” the item is not ready to leave the meeting.
- If no one knows who needs to be informed, the decision is not finished yet.

Facilitator Prompts

Use these prompts at the end of each agenda item:

- What exactly was decided?
- Who owns the final follow-through?
- What input shaped the decision?
- What is the due date?
- How will the team know this is done?
- Who needs to hear this, and by when?
- When will this come back for review?

Simple Version

For teams that want a lighter tracker, use these six columns first:

Topic	Decision Made	Owner	Due Date	What Done Looks Like	Who Needs to Know

This template is built to support the Decision Flow and Execution & Accountability patterns measured in the Team Alignment Risk Scan.[cite:1]