Decision recap after a meeting

Prevent differing memories of what was agreed.

Three steps

1. Write confirmed decisions
2. Assign owner and date
3. Separate unresolved questions

A worked example

Decision	Send files
Owner	Team A
Due date	Friday
Unresolved question	Which format?

The format still needs confirmation.

Confirm the recap with participants.

Decision recap after a meeting

Use one row per item or decision. Start with what you know.

Decision	Owner	Due date	Unresolved question

My next action / when