



After the Meeting

The Meeting is Over, But The Work is Not Done

After the meeting, send follow up notes

Immediately following the meeting, create and distribute your own meeting recap to the team. This documents the outcome of the meeting from your perspective and provides the opportunity for the team to speak up if they feel something was missed or misinterpreted.

Things to include:

- ✓ Recap key discussion points
- ✓ Include any agreements and next steps
- ✓ Review documentation and include any corrections or missing information
- ✓ Document any disagreements or remaining issues
- ✓ Respond in writing to inaccurate PWNs

Recap key discussion points

What issues/concerns were discussed? What were the important take-aways from the discussion? Were all of your concerns discussed and addressed? Were any new issues/concerns brought to the table for discussion?

Include any agreements and next steps

Be specific. Detail who is responsible for any action items. If a continuation meeting was scheduled, document the agreed to date/time. List all decisions that were made.

Review documentation and include any changes

Now that you've had a chance to review your documents in detail after the meeting, include in your recap any changes that need to be made, any information that should be included or any new questions or concerns you have after reviewing.

Document any disagreements or remaining issues

If there were key issues let unresolved or disagreements that remain, capture those in your notes. If you have a continuation meeting scheduled, include items that remain to be addressed at that meeting.

Respond to PWNs

Review any PWNs carefully. You do not need to respond if you disagree with the decision, but if the PWN is incomplete, inaccurate or missing information respond in writing and be specific.