

Meeting map

Decide what a useful meeting must produce before it starts.

MEETING

DATE

TIME

OUTCOME IF THIS MEETING WORKS

PEOPLE AND ROLES

QUESTIONS WE MUST ANSWER

AGENDA - IN ORDER

KNOWN CONSTRAINTS

Before joining: circle one

Decide

Explore

Review

Plan

Live notes

Keep the conversation spacious; pull decisions and actions into the rail.

NOTES / SKETCHES / TIMESTAMPS

DECISIONS

[illegible]

ACTIONS

[illegible]

Decision + action ledger

A meeting is only as useful as what changes after it.

DECISION LOG

DECISION	WHY	OWNER

ACTION LOG

NEXT ACTION	OWNER	DUE	DONE

PARKING LOT - USEFUL, BUT NOT FOR THIS MEETING

Close the loop

Turn the last five minutes into a record people can actually use.

ONE-SENTENCE OUTCOME

DECISIONS MADE

ACTIONS AGREED

FOLLOW-UP MESSAGE - DRAFT IT NOW

30-SECOND CLOSE

Read back each decision, owner, and due date before anyone leaves.