



SESSION 4 **Attributes of Useful Meeting Summaries**

Similar to meeting minutes, a meeting summary captures and organizes the most important points and outcomes from a meeting. A meeting summary promotes clarity as an effective way to preserve key points like rationale or logic for a given decision or action that may be a useful reference at a later stage of a strategic property planning process. Some of the attributes that make a meeting summary most useful are:

1. The focus of the meeting summary is squarely on the major agenda items for the meeting

2. The meeting summary identifies the most important points of discussion or decision-making related to those major agenda items

3. Timeliness of distribution while a meeting is fresh in mind solidifies common understandings and promotes clarity within the group

4. Using the meeting summary to memorialize group thinking or rationale in support of a process or direction decision can be invaluable later on

5. The meeting summary documents new tasks or assignments, associated responsibilities and timing, and provides a reminder for group members as to their individual responsibilities

6. The meeting summary identifies emerging items or issues that a group needs to take up as specific agenda items at future meetings

