

# Meeting Wrap-Up

## A Simple Discipline for Clarity, Accountability, and Learning

Most meetings drift to a close without confirming decisions, clear ownership, and shared learning. Make this Meeting Wrap-Up Practice a routine and you will see the pay-off.

### SUMMARIZE DECISIONS AND ACTIONS

#### DECISIONS (3-5 minutes)

#### Quality Check:

- Explicit: People not present would interpret it as we do
- Resolved: It is no longer up for debate among us?
- Owned: Identifies who will ensure it is carried out
- Rationale: Why we made the decisions and assumptions

#### ACTIONS (3-5 minutes)

#### Quality Check:

- Concrete: Is the action observable?
- Accepted: Does the owner willingly accept it?
- Authorized: Does the owner have necessary authority?
- Realistic: Is the timeline viable?

Next Step	Owner	Deadline

#### CHECK FOR ALIGNMENT (3-5 minutes)

Quick round (each completes the sentence)

- One thing that would increase my level of clarity about the above is \_\_\_\_\_.
- The way I will make my commitment to these decisions and actions visible is by \_\_\_\_\_.

# Meeting Wrap-Up (continued)

## LEARNING AND IMPROVEMENT

### MEETING QUALITY (3-5 minutes)

Quick pulse on any of the dimensions below (1-5 comments)

#### Focus

Did we focus on the goals of the meeting without getting side-tracked?

#### Clarity

Were our discussion and decisions explicit and well-understood by all?

#### Participation

Was participation honest, balanced, and inclusive of all the voices in the room?

#### Productive Tension

Did we lean into disagreement and difficult topics with curiosity and respect?

### IMPROVEMENT (3 minutes)

One thing that **worked well** during this meeting that we want to continue?



One thing we should we **change** the next time we meet?



### CHECK-OUT (3 minutes)

In one sentence, what feels most important to say as we leave this meeting?

**BOTTOM LINE:** Meetings are investments of people's time and energy, When you honor that investment by closing in a purposeful and disciplined way, you catalyze action and learning.