Meeting summary with verifiable decisions · What should be recorded?

For: Paušalni obrt · Obrtnici · j.d.o.o. · d.o.o.

Practical business guidance · Reviewed: 2026-11-22

Applicability: According to the profile and circumstances of the described case.

Separate discussion topics from confirmed decisions, deadlines and responsible persons.

Record and working document

Send the draft to those who have taken on the tasks for approval.

If the record is incomplete, mark the parts for verification instead of adding a conclusion.

Working example · Meeting summary with auditable decisions

Send the draft to those who have taken on the tasks for approval.

Specific next steps

1. Send the draft to those who have taken on the tasks for approval.
2. If the record is incomplete, mark the parts for verification instead of adding a conclusion.
3. Once approved, transfer the agreed tasks into the business plan.

Limits of application

Apply the guideline to your documents and working methods.

Original page

https://adriatrends.hr/poslovni-vodic/en/pitanja/praksa-ai-sazetak-sastanka-dokazi