Meeting summary with verifiable decisions · How to approach it?

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.

First, clarify whether the record may be processed and what outcome the participants require.

A starting point in practice

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

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

Working example · Meeting summary with auditable decisions

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

Specific next steps

1. Separate discussion topics from confirmed decisions, deadlines and responsible persons.
2. Send the draft to those who have taken on the tasks for approval.
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

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