Meeting summary with verifiable decisions · How to introduce the procedure into routine work?

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.

Once approved, transfer the agreed tasks into the business plan.

Regular application

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

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-primjena