Meeting summary with verifiable decisions · What to do when the process stalls?

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.

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

When a plan meets an obstacle

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

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

Working example · Meeting summary with auditable decisions

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

Specific next steps

1. First, clarify whether the record may be processed and what outcome the participants require.
2. Separate discussion topics from confirmed decisions, deadlines and responsible persons.
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-problem