Meeting summary with verifiable decisions · How to verify this using an example?

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.

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

Checking by example

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

Separate discussion topics from confirmed decisions, deadlines and responsible individuals. If the record is incomplete, flag sections for verification rather than adding a conclusion.

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. 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

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