

Meeting Ledger

Your meeting does not need another summary. It needs a record of its consequences.

01 Notes

Facts, context and useful observations — anything that does not fall into another category.

02 Questions

Points to clarify, ask or challenge.

03 Decisions

Meaningful choices made during the meeting — strategic substance, not logistics.

MEETING

DATE

ENTRY N°

04 My commitments

DUE

What I personally agreed to deliver.

05 Waiting on others

WHO

DUE

What someone else owes me — only what I am actually expecting back.

06 Next interaction

Why and when the work should continue.

