

Meeting report sample

Project: @link the project plan

Attendees: @mention teammates

Date & time: type /today

Agenda

Write down the main topic to discuss, e.g, Birthday cake for @tom 🍰. Then some key additional points.

- Decide on a flavour
- How many candles are needed

Notes

Succinctly cover any key information discussed in the meeting.

Outcomes

What changed in the time we used? Summarise key decisions in a tidy paragraph and communicate them to the team.

Action items

- ☐ @jess contact cake seller
- ☐ @mike buy candles

How To Write A Report Of A Meeting

Minjie Lin



How To Write A Report Of A Meeting:

How to Write it Sandra E. Lamb, 2006 Provides examples and advice on writing announcements condolences invitations cover letters resumes recommendations memos proposals reports collection letters direct mail press releases and e mail

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Official Report of the Proceedings of the Meeting, 1899 **REPORT WRITING SKILLS FOR THE YOUNG PROFESSIONALS** A V Ram Mohan, 2025-07-19 This book is an ideal inclusion in the tool kit of every aspiring young corporate executive or rookie management consultant The book is a primer for developing and honing one's skills in effective report writing This fills a vacuum at a basic level providing a step by step approach to report writing After giving the reader a helicopter view of the subject the book dives deep down to familiarise and educate the reader on the detailed nuances of the subject It is indeed commendable that the author has treated the entire spectrum of the subject with attention to even some of the basic aspects probably considered unimportant or marginal by some T R Rajan an early alumnus of IIMA with several decades of consulting and advisory work experience in India A very useful guide from an experienced author sharing his long years of report writing experiences The concept of report writing in the present context of ChatGpt and other artificial intelligence software has not diminished the importance of a well written report The author has systematically explained all the key steps in the art of communication A must read by all aspiring professionals in every sphere Tilak Shankar CEO Management Solutions Mr Shankar has done many impactful consulting assignments at the top management level his current focus is on improving the healthcare sector in India Clear concise reports form the foundation of managerial decision making Whether presenting financial updates strategic analyses or performance reviews strong writing skills are not just desirable they are essential Ram Mohan offers step by step techniques to distill complex information and communicate it with clarity and confidence From understanding the audience to mastering data presentation this book is a valuable resource for both new and experienced managers It looks to ensure that managerial reports are not written to be filed and forgotten but more importantly understood and acted upon Dr Sudhir Krishnamurthy former Vice President at the World Bank and head of investment company managing money for several clients in the US A practical set of ideas that could improve one's

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