



*Two Minute Reads: A series of tips that improve your performance at work in no time!*

## Meeting Summary Tool: Follow-up on Key Meetings with Our Meeting Summary Template

Following up on meetings will assure the follow-through you need to get goals accomplished. We have created a simple one-page template to send out within the 24-hour time-period following your meeting:

Meeting Review					
Topic Discussed and Action Steps Needed			Owner	Due Date	
Next Meeting					
<b>Date:</b> (MM/DD/YYYY)		<b>Time:</b>		<b>Location:</b>	
<b>Meeting Objective:</b>					

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