Eighteen actions, nine people never told

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Fictional document

Fictional document — demonstration example
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Fictional document, produced for demonstration. **A meeting may perfectly well decide that an absent person will do something** — the agent removes nothing, it makes it visible.

Situation	Actions
Assigned to a participant present	**196**
Assigned to an absentee	**18**
Of which the person never received the minutes	**9**

The action exists, it has a deadline, it appears in the follow-up — and the only person who could do it does not know it falls to them. They will be chased a month later about work they are discovering.

What the agent now writes

Element	Present?
"Assigned in their absence — to be confirmed with them"	Yes, in plain sight
Their name among the recipients	Yes
Removal of the action	No
A judgement on the assignment	No

What it produced over a trial month

Outcome	Actions
Confirmed within the week	5
Reassigned	2
Went out in silence	0

Two words in the minutes and one line in the send list. That is all the correction required.

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