Management meeting — record of decisions and minutes

LINDBERGH FORMATION — 16 rue de Maillé, 91310 Montlhéry, France · Companies register (RCS) Evry 817 946 114

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A one-hour-forty session · fictional document

Fictional document — demonstration example

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Fictional document, produced for the demonstration. **The record of decisions is available the same evening, the draft minutes the next morning.** The executive assistant corrects; **she no longer writes.**

What the record of decisions carries

What is recorded	Detail
Agenda item	In the order of the session
Decision	**Its exact wording, as it was pronounced**
Action	**Named lead, deadline, item of origin**
Point to settle	**When the meeting settled nothing — with the name of the person who must**

What is recorded	Detail
Attendees and apologies	What the standing orders require

Today's session

Element	Number	Timing
Length of the session	**1 h 40**	—
Decisions taken	**5**	**Record available the same evening**
Actions opened	**9**	**Each dated and assigned**
Points to settle	**3**	**Listed at the end of the session**
Draft minutes	—	**The next morning, against 9 days before**

The time this shifts, across the 168 meetings of the year

Step	Before	After	Who does it
Listening back and note-taking	1 h 10	**0**	The agent
Drafting	**3 h — 60 % of the time the meeting takes from the secretariat**	**45 min — 15 %**	**The agent prepares, the assistant reviews**
Review and corrections	40 min	40 min	**The executive assistant — unchanged, and deliberately so**
Settling the minutes	—	—	**The chief executive**
Annual gain	—	—	**378 hours**

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> **Review time has not been reduced, and it must not be.** What disappears is the listening back and the typing; **what remains is the only work in which the executive commits its word.**

An action dated D+1 gets started that week; the same action dated D+9 waits for the next meeting. Across 42 management meetings, that represents **eight days gained on average** on the start of every decided action.

For the body to settle

Form retained for the minutes (contributions reported / summarised): _____

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