



What carries a name, what does not

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

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Fictional document

Fictional document — demonstration example

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Fictional document, produced for demonstration. **A meeting is where people think aloud; minutes are a document that circulates.**

Element	Attributed?
A decision	Always
A commitment, an action	Always
An opinion	Never
An objection	Never
A hesitation, a naive question	Never
A position stated then abandoned	Never

What commits carries a name; what searches does not.

What attributing opinions produces

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Behaviour	Effect on the meeting
Half-formed ideas stop being tested	Fewer ideas
People stop changing their position	Fewer corrections
People say nothing when unsure	Fewer useful objections

Disagreements

Mentioned — *"the decision was taken despite an objection on the timing"* — **without saying who raised it**. The existence of the disagreement is useful information; its author is not.

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