Nineteen items never dealt with

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Document issued on 09/11/2026

60 meetings · fictional document

Fictional document — demonstration example

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Fictional document, produced for demonstration. **Minutes record what was said, and never what was not.**

Typical agenda	Count
Items listed	**7**
Dealt with	**4**
Not reached, for lack of time	**3**
Appearing in the minutes, before	**0 of the 3**

The items that get dropped are always the same: those placed at the end of the agenda, often the substantive subjects.

Across 60 meetings	Count
Items never dealt with despite repeated listing	**19**

Across 60 meetings	Count
Carried more than three times	**6**

What is added to the minutes

A **"not reached"** section — the items and how many times they have already been carried. **Three lines, at the end.**

What you get back in three lines

The **19 items never dealt with despite repeated listing** and the **6 carried more than three times** arrive at the end of the minutes, with their carry count. **Three lines are enough to surface what sixty meetings had let drop** — and they are the substantive subjects. **Chairing stays with the chair**: it is their call to move an item up, and they now make it on a figure.

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