



Nineteen items never dealt with

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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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