**PROJECT MANAGEMENT TOOL:**

**Sample write-up of “decisions made” and “next steps”**

Recommended practice: Within a couple of days, send an email to your team members to make sure everyone leaves the meeting with the same understanding of what the group decided and what follow-up steps need to be taken.

Variation of this template: Use your meeting agenda to list “decisions made” and “next steps” under each agenda item.

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**SAMPLE EMAIL MESSAGE**

Hi all:

Thanks for a productive meeting on [ date ]. Following are the decisions and next steps we decided upon. Please let me know if there’s anything I missed. Thank you!

1. **January Retreat**

Decisions

* Invite [persons 1, persons 2, persons 3, etc.] to the January 10 retreat.
* The purpose of this retreat will be to identify new partners to bring into this initiative and clarify what we are trying to accomplish in the next 12 months of this initiative.

Next steps

* Maria will draft an agenda for the retreat and circulate to the group for input by [date].\*
* John will get an update on the city’s plans to discuss the city council motion regarding improvements at local parks to improve safety and send out any information that’s relevant for our initiative’s 12-month goals by [date].
* Dwayne will develop a handout with draft 12-month objectives for our initiative and bring copies for the group to the retreat on January 10.

*\*It’s helpful to set deadlines for completing next steps during the meeting.*

1. **Hiring of Initiative Coordinator**

Decisions

* Organization/Program [ x ] has agreed to take the lead on all hiring activities, including publicizing the Initiative Coordinator position, reviewing resumes, and setting up interviews.

Next steps

* Brenda will draft a job announcement for an Initiative Coordinator and circulate it to the team for input by [date]