

Coordination Call Recap: Turn Notes Into Action Items

A call ends with no owner on any action

PRACTICE THESE LINES

Read each sentence aloud, in order. When you reach the end, read the whole email once more, start to finish.

To confirm we are on the same page and can meet our dates, here is a recap of today's coordination call.

We reviewed the ductwork clash on level three.

We agreed on a fix before it reaches fabrication.

1. I will issue the revised routing by Wednesday.
2. Structural will confirm hanger clearance by Thursday.
3. You will confirm the ceiling height change with the owner by Friday.

Reply to confirm your item and date, or flag it now if Friday does not work.

I will track all three until they close.

MAKE IT YOURS

Now say it about your own project. Fill each blank with your details.

To confirm we are on the same page and can meet our dates, here is a recap of today's

name of the meeting. We reviewed the topic. We agreed on the decision.

1. I will issue the revised routing by date.
2. Structural will confirm hanger clearance by date.
3. You will confirm the ceiling height change with the owner by date.

Reply to confirm your item and date, or flag it now if date does not work. I will track all your item count until they close.



Read the full script. Scan the code, or go to <https://clientreadypm.com/t/13>

Watch on YouTube. <https://www.youtube.com/watch?v=WOQljEPHzDA>

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KEY PHRASES**“To confirm we are on the same page”**

Opens the recap as a record, not a request for approval.

“Reply to confirm your item and date”

Asks each reader for one short answer, not a discussion.

“or flag it now if”

Invites an objection early, before the date slips.

“I will track all three until they close”

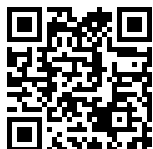
Tells the team you will follow up until every item is done.

ONE CARD TO KEEP**Before You Hit Send**

Four lines, in this order, every time.

- | | |
|------------------|---|
| 1 FACTS | What happened, in one sentence. No blame and no apology. |
| 2 OPTIONS | Two ways forward. Call them A and B so the client can answer with a letter. |
| 3 RECOMMENDATION | Say which one you would choose, and give the reason in one clause. |
| 4 NEXT STEP | Who does what, and by when. Put a date on it and put yourself in it. |

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**Client-Ready PM**

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