

Meeting Minutes Email That Gets Every Action Confirmed

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.

Quick recap from today's coordination call.

We reviewed the ductwork clash on level three and agreed on a fix before it reaches fabrication.

Three action items:

1. I will issue the revised routing by Wednesday, October 1.
2. The structural team lead will confirm hanger clearance by Thursday, October 2.
3. You will confirm the ceiling height change with the building owner by Friday, October 3.

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

I will track all action items to completion.

MAKE IT YOURS

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

Quick recap from today's name of the meeting. We reviewed the topic and agreed on the decision.

Number action items:

1. Name will action by day, date.
2. Name will action by day, date.
3. Name will action by day, date.

Reply to confirm your item and date, or flag it now if your date does not work. I will track all action items to completion.



Read the full script. Scan the code, or go to <https://clientreadypm.com/t/10>

Watch on YouTube. https://www.youtube.com/watch?v=Ox1_uKHrDQc

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KEY PHRASES**“Quick recap from”**

A short, calm way to open the email that follows a meeting.

“Reply to confirm your item and date”

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

“flag it now if”

Invites an objection early, before the date slips.

“I will track all action items to completion”

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



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