

Why Your Meeting Summary Email Gets No Reply

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.

Two versions.

A. The common version.

Thank you for the meeting today.

We discussed the ductwork clash on level three, and some good ideas came up.

I will keep everyone updated.

Nobody is named and nothing has a date, so nobody has to reply.

B. The clear version.

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.
2. The structural team will confirm hanger clearance by Thursday.
3. You will confirm the ceiling height change with the building owner by Friday.

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

One reply before Wednesday keeps the fix on schedule.

MAKE IT YOURS

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

number of versions versions.

A. The common version. Thank you for the meeting today. We discussed the topic, and some good ideas came up. I will keep everyone updated.



Read the full script. Scan the code, or go to <https://clientreadypm.com/t/12>

Watch on YouTube. <https://www.youtube.com/watch?v=67NV6zzDOXo>

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Nobody is named and nothing has a date, so nobody has to reply.

The clear version. Quick recap from today's name of the meeting. We reviewed the topic and agreed on the decision. number of action items action items.

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

Reply to confirm your item and date, or flag it now if date does not work. how many replies reply before date keeps the fix on schedule.

KEY PHRASES

“some good ideas came up”

Sounds positive, but names nothing anyone can act on.

“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.

“keeps the fix on schedule”

Ties the reply back to why it matters.



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