

# Meeting Clarity Decision Record

Capture what was agreed and make the next step clear.

**Meeting / topic**

**Date**

**Decision owner**

*Person authorized to decide*

**Decision**

What was agreed? What was not approved? Use "No decision yet" when needed.

**Owner + action**

Who will do what next?

**By when**

Date; include time and time zone when relevant.

**Open question**

What remains unresolved? Who will resolve it, and by when?

**Read back the record. Invite corrections. Share the agreed notes and state where follow-up goes.**