



## Decision / action grid

One of the reasons that decisions don't stick, or agreed actions don't get taken, is that people don't understand what's been agreed.

### A real-time open record

One of the most effective ways of ensuring that agreements are clear and understood, is to write them down in an 'open record' that everyone can see. The advantage of this is that they can be *clarified and improved in real time by the decision-makers in the room*, rather than a minute taker having to puzzle over them later and people then not recognising them when they come to read the minutes of the meeting (sometimes weeks later).

Ways of writing an open record include

- typing into a laptop which is being projected in the room;
- writing on a flip chart or whiteboard.
- using a shared document which everyone has access to on their own computer or other device (essential for a telecon);

The first two methods give you an electronic meeting record which is ready for circulating at the end of the meeting. With flips or a whiteboard, photos can be taken which are then made into an electronic record. People who need it straight away can take their own pictures.

### What should be recorded?

For actions, the specific task(s) which needs to be undertaken should be recorded, along with who will do it (specific a 'lead' person if it's a sub-group) and the deadline by which it should be undertaken.

Write in full sentences - this helps ensure clarity. Take the time to specify the tasks, lead action-taker and deadline. If things get done before the deadline, so much the better!

### Circulating the record

You may be putting together a lengthy or complex record of the whole meeting which you know will take a while to prepare. But you can still circulate the decisions / actions to everyone very fast – perhaps even the same day.

If you used flip charts, bring the actual flips to the next meeting to help jog people's memories and to show that actions and decisions are meant to last to the next meeting, not fade away!

Decision	Action	Who	By When
Go ahead with a pilot speaker event this year	Ask for volunteers for task group at next Sunday's service	PW	Next Sun 28-7-15
	Brainstorm list of people to invite	PW + volunteers	30-8-15
Assign £500 budget for kitchen refurbishment	Send formal minute to Finance Committee confirming this	AP	7-8-15
	Ask FG to get quotes from builders	AP	28-7-15
	Ask members for donations of tables + chairs, at service and by email	AP MM	28-7-15 7-8-15
	Ask FG to give progress report to next Steering Committee meeting	AP	28-7-15