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a good meeting summary is more than just a jumble of notes it s a short sharp document that pulls out  
the absolute essentials the key decisions that were made the most important discussion points

discover how to write an effective meeting recap explore 8 templates study 2 examples and learn how  
to use ai to optimize your workflows

in this article we will explore the best practices for creating an effective meeting summary that  
captures the essence of the meeting along with meeting summary examples to get you started  
immediately

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