Executive Meeting Summary Template

A one-page summary for leadership: the bottom line first, then the decisions taken, what needs their attention, and the key numbers. Written for people who will read it in two minutes.

Meeting	
Date	
Prepared by	
For	

Bottom line

1–2 sentences: the single most important outcome.

Decisions taken

1.
2.

Needs your decision or support

Request	Options	Recommendation	Needed by

Key numbers

Metric	Value	vs target / last period

Top risks

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Owners of next steps

Initiative	Owner	Date

How to fill it in

- **Bottom line first.** If they read only one line, it should be enough.
- **One page.** Details go in the full minutes; link them, don't paste them.
- **Requests are explicit:** what you need, the options, your recommendation and the deadline.
- **Numbers only if they were stated,** with their comparison. Don't round or estimate missing figures.
- **Separate fact from forecast** and opinion from decision.