# Meeting Recap Email Template

A follow-up email to attendees or an external party: thanks, what we agreed, who does what, and the one next step. Send it the same day.

## Email

| | |
|---|---|
| **To** | |
| **Cc** | |
| **Subject** | Recap: [meeting name], [date] — next steps |

Hi [Name / team],

Thank you for your time today. Here is a short recap of what we discussed and agreed.

**What we discussed**

- 
- 

**What we agreed**

- 

**Next steps**

- [Action] — [Owner] — [Date]
- [Action] — [Owner] — [Date]

**Open questions** (optional)

- 

[One clear call to action: e.g., "Could you confirm the date for the pilot by Friday?"]

If I missed or misunderstood anything, please reply and I'll correct it.

Best regards,

[Name]

[Role, company]

## How to fill it in

- **Under 200 words** in the body. A recap, not a transcript.
- **Use the other side's words** for their goals and concerns — it shows you listened.
- **Show both sides' tasks.** Include what the recipient promised, not only your own steps.
- **One call to action.** Ask for one thing, with a date.
- **Nothing that wasn't said.** Don't add promises, prices or dates that were not agreed in the meeting.
- **Send the same day,** while everyone still remembers the conversation.