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### SUPER SUMMARIES!

At the end of a global meeting, it is important to summarize the main points or decisions that were made and set some action items for what needs to be done next. Here are the key stages that you should include to ensure that you close your meeting effectively:

1. Close the meeting
2. Summarize the main points and decisions
3. Ask meeting participants for their input
4. Outline the next steps



See the example sentences below for some useful phrases.

### EXAMPLE SENTENCES

#### Closing the meeting

- ✓ Okay, I think we've covered everything, so let's finish there for today.
- ✓ Let me summarize what we have talked about today before we finish.
- ✓ So, today we talked about the project schedule and the potential problems.
- ✓ In the meeting today, we have discussed the need for more resources for the new project.

#### Summarizing the main points and decisions

- ✓ OK, to sum up, most of you agree that we need to hire two more engineers for this project.
- ✓ In summary, we have agreed that we should hold our department meeting online in the future.
- ✓ Charlotte, you believe that we should start production immediately, while Hiroki thinks we should do more tests.
- ✓ Just to repeat for everyone's benefit, the deadline we agreed is the 17th April.

## EXAMPLE SENTENCES

### Asking others for their input

- ✓ Would anyone like to add anything else?
- ✓ Lee, would you like to add anything to that?
- ✓ Have I missed anything?
- ✓ If anyone has any follow-up questions, feel free to send me an email later.

### Outlining Next Steps

- ✓ Right, so before next time we need to select an engineer to join the project.
- ✓ Takashi, I'd like you to work on the failure report.
- ✓ Let's try to exchange ideas by email before the next meeting on the 27th.
- ✓ Let's meet again next week on the 15th.

## EXAMPLE DIALOGUE

**Tom:** Okay, I think we've covered everything, so let's finish there for today. In the meeting today, we have discussed your suggestions for the next team building event. Tanaka-san, you believe that going bowling is a good idea, while Suzuki-san, Sato-san and myself think that we should have a picnic in the park. Therefore, most of us have agreed that a picnic will be the next team building activity. Would anyone like to add anything else?

**Sato-san:** Can I ask something, Tom?

**Tom:** Sure. Go ahead, Sato-san.

**Sato-san:** Where will the picnic be held?

**Tom:** I think we'll do it in the city park. It's the biggest park near here. Anyone else?

**Others:** No, nothing more to add. / No, I don't think so.

**Tom:** Right, so before next time we need to arrange a date for the picnic. Suzuki-san, I'd like you to do this.



## YOUR TURN!

Hold a meeting on the following topics. Try to reach an agreement for each topic. Open the meeting with the GBOA structure, ask each member for their opinion and summarize the meeting at the end:

- The next team building event
- A place to take some Micron visitors to
- A new food item to put on the cafeteria menu
- A place to visit in your next holiday
- The best convenience store in Japan
- A good way to study English
- The nicest place to live in Japan
- The best country to visit on holiday
- (Your idea)



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