

WRAPPING UP A DISCUSSION

Use this template to help you wrap up the discussion and plan further action by answering the questions. Summarise the outcome in a few sentences and also think about who should continue the discussion. Record this information into the column on the right.

What was discussed?

What did we agree on? And disagree on?

What were the main differences of opinion within these topics?

What remained unclear?

What topics should be discussed further and who should continue the discussion?

Summary

TIMEOUT