OFFICE SYMBOL Date Briefed

MEETING SUMMARY

SUBJECT: Enter the subject of the meeting, briefing, or event, as applicable.

PURPOSE: Briefly reiterate the “5Ws” (who, what, where, when, and why) of the meeting, briefing, or event as applicable, then concisely state the tasks and recommend the staff leads for action. Meeting summaries should not exceed one page.

ATTENDEES: List key attendees by staff or office (for example, CG, DCG, G3/5/7, G4).

BLUF: Enter a one- to three-line summary of the meeting.

TASK 1: Provide a brief summary of the issue (why the task is required).

Background: Identify the lead for the action and the supporting staff (for example, G2 ICW G3/5/7 and G4). State the required action (for example, will conduct, will provide). State the means by which the task will be accomplished (for example, briefing, e-mail, information paper) and the suspense for the action.

TASK 2: Provide a brief summary of the issue.

Background: Provide a concise task statement and the suspense.

TASK 3: Provide a brief summary of the issue.

Background: Provide a concise task statement and the suspense.

TASK 4: Provide a brief summary of the issue.

Background: Provide a concise task statement and the suspense.

POC: Enter the grade (if military), name, staff office, and military telephone number of the person who may be contacted for additional information regarding the tasks.

APPROVED: Enter the name and position title of the approval authority of the staff office that approved the meeting summary for release.