

- **“Primary focus on the 2023 Meeting Summary”**
- **Caution** – do not use structure Ambulation order in email pay memos, leads and anything related to financial activities.
- **Highly sensitive** – No Meeting Notes, No Email, No Leads

Algorithm Items

- Actual Algorithm Item 1
 - Algorithm Action Items
 - Algorithm Decision Items
- Actual Algorithm Item 2
 - Algorithm Action Items
 - Algorithm Decision Items
- Actual Algorithm Item 3
 - Algorithm Action Items
 - Algorithm Decision Items

→ **“New elegant way to express”** (general action items)

- acts on easily created action items as a priority

