

# **Preparing Summary and Conclusions**

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# What is the difference between **Summary** and Conclusion?

## A Summary:

Distils the **substance** of the *presentation* and the *conversation* into easy-to follow bullet points.

- [*Proposal*] champions bring two possible solutions to [previously discussed problem]
  - Option A will be harder to implement because [*reason*]
  - Option B may cause issues down the line because [*forward-thinking*]
- Seeking stage 2
- Delegate raised specific concern about [*conflict with reason*]

# What is the difference between Summary and **Conclusion**?

## A Conclusion:

Records any **decisions** or **commitments** made in the course of, or at the end of, the conversation.

- Committee overwhelmingly chose the [*brief description*] option to move forward
- Delegate will work with Champion to resolve [*issue*]
- Proposal is considered provisionally Stage 2

## The minutes, the notes, and posterity

A Conclusion records **what** decision was made.

A Summary records **why** it was made.

- “Summaries and Conclusions” are included in the formal Ecma TC39 meeting minutes in addition to the Technical Notes.
- They help people who may have a vested interest in a given topic understand if they should read through the entire transcript of the conversation.
- They help people who want to know what was discussed but do not have *time* to read the entire transcript.

## **Write them ahead of time**

You know what you are presenting.

You know the desired conclusion.

- Write the summary when you prepare your slides or open the PR.
- Add a bullet or two afterward if the discussion added substance outside of the formal decisions and commitments made.
- Edit or add more to the conclusion based on plenary discussion results.

**Thank you**

**Questions?**