

Lesson 7. MFU

- Write an MFU promptly after the meeting (preferably within 24 hours) to summarize all the action items discussed during the meeting and remind all the participants of the deadlines and the tasks assigned.
- Keep the email short and relevant.
- State each action item separately, mention the tasks to be completed, the people in charge and the deadlines.
- Assign tasks and deadlines in the following way:

Neutral

- *Jim **will complete** the report by EOD.*
- *Jim – **complete** the report by EOD.*
- *@Jim, **please complete** the report by EOD*

Formal

- ***The person in charge of the task is Jim. The deadline for completing the task is Tuesday, May 22.***
- *Jim **will forward** a copy of the report to ... by tomorrow morning.*
- *Jim **should provide** feedback by tomorrow morning at the latest.*
- Sometimes you do not need the full version of an MFU, but just a quick reminder of the action points that you have agreed on. In this case, you can start with a quick reference to the meeting and get straight to the action points.