

how to review summaries:

review the concepts first if your team is new at this!

1. check the summary:

- a) does the summary **make sense at first glance**, without any background or context?
- b) does the summary **follow the rules**? (first person, present tense throughout, clear, concise, follows the formula)
- c) is the summary **already represented in another row**; should this be **merged** there?
- d) is the summary **a hodge-podge**? split the concept? (**see below**)

2. check the concept: (this is low priority if you're in a hurry, assuming your team is skilled at finding concepts)

- a) is it actually a couple of different concepts; should it be **split into separate rows**?
- b) does it contain something that actually **belongs with a quote on another row**?
- c) if it's a mess, can it be **pruned back** to reveal its clear meaning?