



AI FOR MEETINGS

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Your Beginner's Guide to Running Better Meetings with Artificial Intelligence

Learn how to use AI to prepare for meetings, take notes, create summaries, capture action points, and improve collaboration before, during, and after every meeting.

Created by

THE DIGITAL FREEDOM PROJECT

The home of The Future™

The future isn't something you wait for. It's something you build. 🏠

Welcome to AI for Meetings™

Welcome Builder 🙌

Meetings are an important part of working life.

Whether you're attending a team meeting, speaking with customers, planning projects, or joining an online video call, meetings help people share ideas, solve problems, and make decisions.

However, meetings can also be time-consuming.

Many people spend hours preparing agendas, taking notes, writing follow-up emails, and trying to remember important decisions.

Artificial Intelligence can help.

AI can assist before, during, and after meetings by helping you prepare, organise information, summarise discussions, and identify action points.

It won't replace the people in the room.

Instead, it helps everyone stay organised so they can focus on having productive conversations.

In this guide, you'll discover practical ways to use AI to make every meeting more efficient.

Let's get started.

Guide Information

AI-008 — AI for Meetings™

Series: AI Workshop™

Level

 Beginner

No previous AI experience is required.

Estimated Reading Time

20–25 minutes

Who This Guide Is For

This guide is ideal for:

- Office workers
- Team leaders
- Managers
- Customer service professionals
- Project managers
- Business owners
- Students
- Anyone who regularly attends meetings

What You'll Learn

By the end of this guide you'll understand how to:

- ✓ Prepare meeting agendas using AI.
- ✓ Organise discussion topics.
- ✓ Take better meeting notes.
- ✓ Create meeting summaries.
- ✓ Identify action points.
- ✓ Save time after every meeting.

Previous Guide

AI-007 — AI for Microsoft Office™

Learn how AI can help you work smarter using Word, Excel, PowerPoint, and Outlook.

Next Guide

 AI-009 — AI for Research & Learning™

Discover how AI can help you find information, learn new skills, summarise complex topics, and become a more confident learner.

 **Builder's Reminder:** *The best meetings aren't the longest. They're the ones where everyone leaves knowing exactly what happens next. AI can help you stay organised so you can focus on the conversation—not the paperwork. Learn. Save. Build. Grow. Repeat.*

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Chapter 1 — Why Use AI for Meetings?

Meetings often involve more than just talking.

Before a meeting, you need to prepare.

During the meeting, you need to listen, ask questions, and take notes.

Afterwards, you may need to write emails, update documents, assign tasks, and share information with others.

Artificial Intelligence can support each of these stages.

AI can help you:

- Create meeting agendas.
- Suggest discussion topics.
- Summarise long conversations.
- Organise notes.
- Identify decisions.
- Highlight action points.
- Draft follow-up emails.
- Produce meeting minutes.

Instead of spending valuable time organising paperwork, AI allows you to focus on participating in the discussion.

Remember, AI helps organise information—but people still make the decisions.



Builder's Tip: Use AI to handle repetitive admin so you can concentrate on listening, contributing, and making informed decisions.

Chapter 2 — Preparing Before a Meeting

Successful meetings usually begin long before everyone enters the room.

Preparation helps meetings stay focused and productive.

AI can help you prepare by creating:

- Meeting agendas.
- Discussion topics.
- Project updates.
- Progress summaries.
- Lists of questions.
- Objectives for the meeting.
- Timelines.
- Decision checklists.

For example, you could ask:

“Create a one-hour meeting agenda for a weekly customer service team meeting covering performance, customer feedback, ongoing projects, and priorities for next week.”

Or:

“Suggest discussion topics for a project planning meeting involving five departments.”

Preparing with AI ensures everyone understands the purpose of the meeting before it begins.



Builder's Tip: *Always share the agenda before the meeting whenever possible. It helps everyone arrive prepared and makes better use of everyone's time.*

Chapter 3 — Taking Better Meeting Notes

Taking notes while actively participating in a meeting can be challenging.

It's easy to miss important details while trying to write everything down.

AI can help organise your notes after the meeting by turning rough notes into clear summaries.

It can also:

- Organise key discussion points.
- Group similar ideas together.
- Highlight important decisions.
- Create easy-to-read meeting minutes.
- Remove duplicated information.
- Improve grammar and readability.

For example, you could ask:

“Organise these meeting notes into professional meeting minutes with headings for discussion points, decisions made, and actions agreed.”

Remember to check that the final version accurately reflects what was discussed.

AI is an excellent organiser—but you remain responsible for ensuring the notes are accurate.

 **Builder's Tip:** Write short bullet points during the meeting. Afterwards, let AI help turn them into professional meeting notes.

Chapter 4 — Creating Meeting Summaries

After a meeting has finished, it's important that everyone understands what was discussed and what happens next.

Meeting summaries help keep everyone informed, including those who couldn't attend.

Artificial Intelligence can quickly turn notes into clear, well-structured summaries.

AI can help you:

- Summarise long discussions.
- Highlight key decisions.
- Organise important topics.
- Remove unnecessary information.
- Produce professional meeting minutes.
- Create easy-to-read summaries.

For example, you could ask:

“Summarise these meeting notes into a one-page report with sections for key discussions, decisions made, and next steps.”

A good meeting summary should be concise, accurate, and easy for anyone to understand.

Always review AI-generated summaries before sharing them to make sure they accurately reflect the meeting.



Builder's Tip: *A clear meeting summary can save hours of confusion later by making sure everyone understands the same information.*

Chapter 5 — Identifying Action Points

One of the biggest reasons meetings fail is because nobody is clear about what needs to happen afterwards.

Artificial Intelligence can help identify and organise action points from your meeting notes.

AI can:

- Extract tasks from discussions.
- Organise actions by person.
- Prioritise urgent work.
- Create deadlines.
- Produce simple task lists.
- Generate project checklists.

For example, you could ask:

“Review these meeting notes and create an action list showing each task, the person responsible, and the deadline.”

This makes it much easier to keep projects moving and ensures everyone understands their responsibilities.

Remember that AI only works with the information you provide.

If responsibilities weren't agreed during the meeting, AI cannot decide who should complete each task.

 **Builder's Tip:** *End every meeting with clear action points. Everyone should leave knowing exactly what they're responsible for.*

Chapter 6 — Writing Follow-Up Emails

Many meetings are followed by emails confirming what was discussed.

Writing these emails can be repetitive and time-consuming.

AI can help draft professional follow-up emails in seconds.

It can include:

- A thank you to attendees.
- A summary of key discussions.
- Decisions that were made.
- Action points.
- Deadlines.
- Dates for the next meeting.

For example, you could ask:

“Write a professional follow-up email summarising today's project meeting, including the agreed actions and deadlines.”

You should always personalise the email before sending it to make sure it accurately reflects the meeting and your organisation's style.

 **Builder's Tip:** *Sending a follow-up email within 24 hours helps keep projects moving while everything is still fresh in everyone's minds.*

Chapter 7 — Common Mistakes to Avoid

AI can make meetings more productive, but it's important to use it wisely.

Here are some common mistakes to avoid.

Relying on AI Without Checking

Always review meeting summaries, action lists, and emails before sharing them. AI may misunderstand or omit important information.

Recording Confidential Information

If your meeting contains sensitive company or personal information, make sure you're using approved AI tools that comply with your organisation's security policies.

Expecting AI to Replace Discussion

AI can organise information, but it cannot replace good communication, teamwork, or decision-making. People still need to ask questions, share ideas, and reach agreements.

Providing Poor Instructions

The better your notes and prompts, the better AI can help.

Instead of saying:

“Summarise this meeting.”

Try:

“Summarise these meeting notes into sections for key discussions, decisions made, risks identified, and action points with deadlines.”

Forgetting the Human Touch

AI helps with administration. Relationships are still built through conversation, listening, and collaboration.



Builder's Tip: *The purpose of AI isn't to replace meetings—it's to make meetings more organised, productive, and easier to follow up.*

Chapter 8 — Practical Meeting Prompts

One of the best ways to get useful results from AI is by providing clear instructions.

The following prompts will help you prepare for meetings, stay organised, and save time before, during, and after every meeting.

Feel free to adapt them to suit your own role and organisation.

Create a Meeting Agenda

“Create a one-hour meeting agenda for a weekly customer service team meeting. Include performance updates, customer feedback, ongoing projects, training updates, and next week’s priorities.”

Prepare Discussion Topics

“Suggest discussion topics for a monthly management meeting focused on improving productivity and customer satisfaction.”

Organise Meeting Notes

“Turn these rough meeting notes into professional meeting minutes using headings for discussion points, decisions made, and action items.”

Summarise a Meeting

“Summarise these meeting notes into one page using clear headings and bullet points.”

Identify Action Points

“Review these meeting notes and create a list of action points, including the person responsible and the deadline for each task.”

Write a Follow-Up Email

“Write a professional follow-up email thanking everyone for attending today’s meeting, summarising the key decisions and listing the agreed actions.”

Create a Project Checklist

“Create a project checklist based on these meeting notes, organised into priority order.”

Prepare for Your Next Meeting

“Review these notes and suggest five questions that should be discussed during the next meeting.”



Builder's Tip: Good prompts produce better results. Include as much useful information as possible, such as the purpose of the meeting, the attendees, and the outcome you want to achieve.

Chapter 9 — Key Takeaways

By now you should understand that:

- ✓ AI can help prepare meeting agendas.
- ✓ AI can organise meeting notes into professional summaries.
- ✓ AI can identify action points and responsibilities.
- ✓ AI can write clear follow-up emails.
- ✓ AI can help keep projects organised after meetings.
- ✓ AI works best when combined with your own knowledge, leadership, and decision-making.

Meetings aren't successful because AI was used.

They're successful because people communicate clearly, make good decisions, and follow through on agreed actions.

AI simply helps make that process faster and more organised.

Chapter 10 — Your Next Brick

Congratulations Builder! 

You've completed another important guide in your AI Workshop™ journey.

You now understand how Artificial Intelligence can support meetings from beginning to end.

Whether you're creating agendas, taking notes, producing summaries, identifying action points, or writing follow-up emails, AI can help reduce administration and give you more time to focus on meaningful conversations.

Remember, successful meetings are built on preparation, communication, and action.

AI helps with the paperwork. People create the progress.

Every organised meeting...

Every clear decision...

Every completed action...

...is another brick in the future you're building.

Keep learning. Keep improving. Keep building.

Continue Your Journey

Your next guide is:

 **AI-009 — AI for Research & Learning™**

Discover how AI can help you research new topics, understand complex information, compare ideas, summarise articles, and learn new skills more efficiently.

Keep Building

Every guide in the AI Workshop™ is designed to help you develop practical skills that you can use immediately.

You don't need to know everything today.

Learning happens one step at a time.

One lesson. One skill. One brick.

Learn. Save. Build. Grow. Repeat.

The future isn't something you wait for. It's something you build. 

About The Future™

The Future™ exists to help everyday people work smarter, save time, build confidence, and create more opportunities through practical tools, trusted resources, and simple systems.

We believe technology should simplify life, not complicate it.

Every guide in the AI Workshop™ is written in plain English and designed to give you practical knowledge that you can apply immediately—whether you're at work, studying, running a business, or simply looking to make everyday tasks easier.

By laying one brick at a time, you'll build skills that grow with you throughout your life.

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