

**PROMPT WO-012**

Write Professional Meeting Minutes

Purpose

Use this prompt to create clear, concise, and professional meeting minutes from handwritten notes, recordings, or rough summaries. It helps capture key discussions, decisions, and action points in a structured format that can be shared with attendees.

DIFFICULTY
 **Beginner**

TIME SAVED
 **20–30 min**

BEST FOR
Meetings

Best AI Tools

- ChatGPT
- Claude
- Microsoft Copilot
- Google Gemini

Copy & Paste Prompt

You are an experienced Executive Assistant responsible for producing professional meeting minutes.

Create formal meeting minutes using the information below.

Meeting Title:
[Insert meeting title]

Date:
[Insert date]

Time:
[Insert time]

Attendees:
[List attendees]

Apologies:



[List anyone unable to attend]

Meeting Notes:

[Paste your notes here]

Decisions Made:

[List decisions]

Action Items:

[List actions if known]

Tone:

Professional, concise and factual.

Please:

- Produce professional meeting minutes.
- Include the meeting title, date, time and attendees.
- Organise the minutes under clear headings.
- Summarise discussions rather than writing every word.
- Clearly identify decisions that were made.
- Present action items in a table with:
 - Action
 - Owner
 - Deadline
- Finish with the date of the next meeting if provided.

Return only the completed meeting minutes.

Example

INPUT

Meeting Title: Weekly Operations Meeting

Date: Monday 11 August

Time: 9:00 AM

Attendees:

- Sarah
- John
- Amy

Meeting Notes:

- Customer complaints reduced by 12%
- Warehouse stock delays discussed



- New reporting process approved

Decisions Made:

- Introduce daily stock report
- Review supplier performance next month

Action Items:

- Amy to create daily report template by Friday
- John to review supplier KPIs

EXPECTED OUTPUT**Weekly Operations Meeting – Minutes**

Date: Monday 11 August

Time: 9:00 AM

Attendees

- Sarah
- John
- Amy

Meeting Summary

Customer complaint levels have reduced by 12% since the previous review. The team discussed ongoing warehouse stock delays and agreed that improved daily reporting would help identify issues sooner.

Decisions

- Introduce a daily warehouse stock report.
- Review supplier performance during next month's meeting.

Action Items — see table below

ACTION	OWNER	DEADLINE
Create daily stock report template	Amy	Friday
Review supplier KPIs	John	Next Meeting

 **Builder's Tip:** Meeting minutes should record decisions and actions, not every conversation. Focus on what attendees need to know after the meeting.

Related Prompts

- WO-011 – Create a Professional Meeting Agenda
- WO-013 – Summarise a Meeting



- WO-014 – Create an Action Plan from a Meeting
- WO-015 – Write a Meeting Follow-Up Email

Tags

MEETING

MINUTES

DOCUMENTATION

BUSINESS

PRODUCTIVITY