

**PROMPT WO-013**

Summarise a Meeting

Purpose

Use this prompt to quickly turn meeting notes, transcripts, or recordings into a concise, easy-to-read summary. It's ideal for sharing with attendees, managers, or stakeholders who need the key information without reading detailed meeting minutes.

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 business communications specialist.

Create a clear and professional meeting summary using the information below.

Meeting Title:

[Insert meeting title]

Meeting Date:

[Insert date]

Attendees:

[List attendees]

Meeting Notes or Transcript:

[Paste your notes or transcript]

Audience:



[Who will read the summary?]

Tone:

Professional, concise and easy to understand.

Please:

- Summarise the meeting in plain English.
- Highlight the purpose of the meeting.
- List the key discussion points.
- Clearly identify any decisions made.
- Include all agreed action items in a table showing:
 - Action
 - Owner
 - Due Date
- Finish with a short overview of the next steps.

Return only the completed meeting summary.



Example

INPUT

Meeting Title: Monthly Sales Review

Meeting Date: 15 August

Attendees:

- Sales Manager
- Marketing Manager
- Customer Service Manager

Meeting Notes:

- Sales increased by 8%.
- New marketing campaign launched successfully.
- Customer response times improved.
- New product launch planned for September.

EXPECTED OUTPUT

Monthly Sales Review – Summary

Purpose

To review monthly business performance and agree priorities for the coming month.



Key Discussion Points

- Sales increased by 8% compared with the previous month.
- The latest marketing campaign exceeded expectations.
- Customer response times improved following process changes.
- Planning began for the September product launch.

Decisions

- Proceed with the September product launch.
- Continue monitoring customer response times.

Action Items — see table below

ACTION	OWNER	DUE DATE
Finalise launch materials	Marketing Manager	31 August
Review customer feedback	Customer Service Manager	Next Meeting

NEXT STEPS

Teams will complete their assigned actions and provide progress updates during the next monthly review meeting.

 **Builder's Tip:** *Meeting summaries are designed for busy readers. Focus on the most important information, decisions, and actions rather than every detail discussed.*

Related Prompts

- WO-011 – Create a Professional Meeting Agenda
- WO-012 – Write Professional Meeting Minutes
- WO-014 – Create an Action Plan from a Meeting
- WO-015 – Write a Meeting Follow-Up Email

Tags

MEETING

SUMMARY

BUSINESS

PRODUCTIVITY

COMMUNICATION