

**PROMPT WO-014**

Create an Action Plan from a Meeting

Purpose

Use this prompt to turn meeting discussions, decisions, and notes into a structured action plan. It's ideal for ensuring everyone understands what needs to be done, who is responsible, and when tasks should be completed.

DIFFICULTY
 **Beginner**

TIME SAVED
 **20–30 min**

BEST FOR
Project Planning

Best AI Tools

- ChatGPT
- Claude
- Microsoft Copilot
- Google Gemini

Copy & Paste Prompt

You are an experienced Project Manager.

Create a professional action plan using the information below.

Meeting Title:
[Insert meeting title]

Meeting Date:
[Insert date]

Meeting Notes:
[Paste your meeting notes]

Decisions Made:
[List decisions]

Known Action Items:
[List any actions already identified]



Project Deadline (if applicable):
[Insert deadline]

Tone:
Professional, organised and easy to follow.

Please:

- Review all meeting information.
- Identify every action that needs to be completed.
- Group similar tasks together where appropriate.
- Present the action plan in a table with the following columns:
 - Priority (High, Medium or Low)
 - Task
 - Owner
 - Due Date
 - Status (Not Started)
- Highlight any dependencies or risks.
- Finish with a short summary of the overall priorities.

Return only the completed action plan.



Example

INPUT

Meeting Title: Website Launch Planning

Meeting Date: 20 August

Meeting Notes:

- Homepage content approved.
- Contact page requires testing.
- Legal pages need reviewing.
- Social media launch scheduled.
- Email campaign to be prepared.

EXPECTED OUTPUT

Website Launch Action Plan

See action plan table below.



PRIORITY	TASK	OWNER	DUE DATE	STATUS
High	Test contact form	Amy	22 August	Not Started
High	Review legal pages	Operations Team	22 August	Not Started
High	Prepare email campaign	Marketing	24 August	Not Started
Medium	Schedule social media launch	Marketing	25 August	Not Started
Low	Final review of homepage	Amy	23 August	Not Started

RISKS & DEPENDENCIES

- Email campaign should not be sent until the website has been fully tested.
- Legal pages should be approved before launch.
- Contact form testing must be completed before announcing the website publicly.

SUMMARY

The immediate priority is completing all launch-critical tasks before marketing activities begin. Once testing and legal reviews are complete, the website will be ready for launch.

 **Builder's Tip:** *An action plan is only effective if every task has a clear owner and deadline. If either is missing, there's a much greater chance the task will be delayed or forgotten.*

Related Prompts

- WO-011 – Create a Professional Meeting Agenda
- WO-012 – Write Professional Meeting Minutes
- WO-013 – Summarise a Meeting
- WO-015 – Write a Meeting Follow-Up Email

Tags

[ACTION PLAN](#)[PROJECT
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