

**PROMPT WO-015**

Write a Meeting Follow-Up Email

Purpose

Use this prompt to create a professional follow-up email after a meeting. It helps summarise key discussion points, confirm decisions, outline agreed actions, and ensure everyone is aligned on the next steps.

DIFFICULTY
 **Beginner**

TIME SAVED
 **10–20 min**

BEST FOR
Meetings

Best AI Tools

- ChatGPT
- Claude
- Microsoft Copilot
- Google Gemini

Copy & Paste Prompt

You are an experienced business communication specialist.

Write a professional meeting follow-up email using the information below.

Meeting Title:
[Insert meeting title]

Meeting Date:
[Insert meeting date]

Attendees:
[List attendees]

Key Discussion Points:
[List the main topics discussed]

Decisions Made:



[List any decisions]

Action Items:

[List actions, owners and deadlines]

Next Meeting (if applicable):

[Insert date or details]

Tone:

Professional, positive and concise.

Please:

- Write an appropriate subject line.
- Thank attendees for their time.
- Summarise the purpose of the meeting.
- Clearly outline the key discussion points.
- Confirm any decisions that were made.
- Present the agreed action items in a table with:
 - Action
 - Owner
 - Due Date
- Mention the next meeting if applicable.
- End with a professional closing.

Return only the completed email.



Example

INPUT

Meeting Title: Monthly Operations Review

Meeting Date: 22 August

Attendees:

- Amy
- Sarah
- John

Key Discussion Points:

- Customer satisfaction results
- Warehouse performance
- Website launch progress

Decisions Made:

- Launch website on 1 September



- Introduce weekly KPI reporting

Action Items:

- Amy – Final website checks – 28 August
- John – Create KPI dashboard – 30 August
- Sarah – Schedule launch announcement – 31 August

EXPECTED OUTPUT

Subject: Follow-Up – Monthly Operations Review

Dear Team,

Thank you all for attending today's Monthly Operations Review.

The purpose of the meeting was to review current operational performance, discuss progress on key projects, and agree priorities for the coming weeks.

Key Discussion Points

- Reviewed customer satisfaction results.
- Discussed warehouse performance improvements.
- Confirmed progress towards the website launch.

Decisions Made

- Website launch confirmed for 1 September.
- Weekly KPI reporting will be introduced from next month.

Action Items — see table below

ACTION	OWNER	DUE DATE
Complete final website checks	Amy	28 August
Create KPI dashboard	John	30 August
Schedule launch announcement	Sarah	31 August

CLOSING

Our next meeting will take place as scheduled next month.

Thank you once again for your time and contributions. Please let me know if I've missed anything or if any updates are required.



Kind regards,
[Your Name]

 **Builder's Tip:** *Send your follow-up email within 24 hours of the meeting while discussions are still fresh. Prompt communication improves accountability and reduces misunderstandings.*

Related Prompts

- WO-011 – Create a Professional Meeting Agenda
- WO-012 – Write Professional Meeting Minutes
- WO-013 – Summarise a Meeting
- WO-014 – Create an Action Plan from a Meeting

Tags

MEETING

FOLLOW-UP

EMAIL

COMMUNICATION

PRODUCTIVITY