

**PROMPT WO-018**

Prepare Meeting Discussion Questions

Purpose

Use this prompt to generate thoughtful, relevant discussion questions for any type of meeting. Whether you're leading a team meeting, client meeting, workshop, project review, or strategy session, this prompt helps encourage productive conversations and better decision-making.

DIFFICULTY
 **Beginner**

TIME SAVED
 **15–20 min**

BEST FOR
Meetings

Best AI Tools

- ChatGPT
- Claude
- Microsoft Copilot
- Google Gemini

Copy & Paste Prompt

You are an experienced meeting facilitator.

Prepare a professional set of discussion questions using the information below.

Meeting Title:

[Insert meeting title]

Meeting Purpose:

[Explain the purpose]

Meeting Type:

[Team Meeting, Client Meeting, Project Review, Strategy Session, Workshop, etc.]

Current Challenges:

[List any known issues]

Objectives:

[List what you want to achieve]



Attendees:

[List attendees and their roles]

Tone:

Professional, collaborative and thought-provoking.

Please:

- Create an opening icebreaker question (if appropriate).
- Write 8-12 discussion questions.
- Arrange the questions in a logical order.
- Include questions that encourage participation from everyone.
- Include questions that help identify risks, opportunities and solutions.
- Finish with 2-3 closing questions that help agree actions and next steps.

Return only the completed discussion questions.



Example

INPUT

Meeting Title: Quarterly Customer Service Review

Meeting Purpose: Review team performance and identify improvement opportunities.

Meeting Type: Team Meeting

Current Challenges:

- Increased response times
- Higher call volumes
- Staff training requirements

EXPECTED OUTPUT

Quarterly Customer Service Review

Discussion Questions

1. What achievements should we celebrate since our last review?
2. What challenges have had the biggest impact on the team?
3. What trends are we seeing in customer feedback?
4. Which processes are working well?
5. Where are we losing the most time each day?
6. What improvements could we make immediately?
7. What additional training would benefit the team?



8. What risks should we be aware of over the next quarter?
9. Are there opportunities to automate any repetitive tasks?
10. What are our top three priorities before the next review?

Closing Questions

- What actions have we agreed today?
- Who owns each action?
- When will we review our progress?

 **Builder's Tip:** *The best meetings aren't driven by presentations—they're driven by great questions. Open-ended questions encourage discussion, uncover new ideas, and lead to stronger decisions.*

Related Prompts

- WO-011 – Create a Professional Meeting Agenda
- WO-013 – Summarise a Meeting
- WO-017 – Create a Project Kick-Off Agenda
- WO-019 – Create a Decision Log

Tags

MEETINGS

DISCUSSION

FACILITATION

TEAMWORK

BUSINESS