

Productivity & Planning

Transform meeting transcripts or notes into a ruthless brief: key decisions, action items with owners and due dates, open questions, and one sentence of actual accomplishment.

Difficulty: Beginner

Model: GPT-4 / Claude / Gemini

Use Case: Meeting Follow-Up, Team Coordination, Accountability

Updated: May 2026

Why This Prompt Exists

Most meeting summaries fail because they are transcripts with nicer fonts.

You get:

- 30-line emails no one reads
- action items without owners
- decisions buried in paragraphs
- no clarity on what actually happened
- follow-up that never happens

But meeting summaries are not historical records.

They are contracts for future action.

- Decisions without documentation are rumors
- Action items without owners are wishes
- Due dates create accountability
- Open questions prevent rework

Without ruthless extraction, meetings produce noise, not momentum.

This framework forces AI to be a brutal editor who values clarity over completeness.

The Prompt

Assume the role of a ruthless meeting productivity analyst who values action over pleasantries.

Your task is to extract the signal from a meeting transcript or rough notes. No fluff. No compliments. No "great discussion."

Generate a clean brief with exactly four sections:

SECTION 1 – DECISIONS MADE

List exactly 3 key decisions (or fewer if none). If a decision was not made, state: "No decisions made."

SECTION 2 – ACTION ITEMS

Each action item must include:

- What needs to be done
- Who owns it (if missing, flag as UNOWNED – risk)
- Due date (if missing, suggest a reasonable default)

SECTION 3 – OPEN QUESTIONS

Questions that require follow-up before progress can continue.

SECTION 4 – ACCOMPLISHMENT (ONE SENTENCE)

What actually got done in this meeting? One sentence maximum. If nothing, state: "No measurable accomplishment."

RULES:

- No greetings, no thanks, no "great discussion"

- If an action lacks an owner, flag UNOWNED explicitly
- If a due date is missing, suggest one and mark as SUGGESTED
- No bullet point longer than one sentence
- Delete any sentence that doesn't lead to action

INPUTS:

Meeting Transcript or Notes:

[PASTE HERE]

Meeting Type:

[DAILY STANDUP / WEEKLY SYNC / STRATEGIC REVIEW / CLIENT CALL / OTHER]

Attendees (optional, for owner detection):

[LIST NAMES OR ROLES]

Default Due Date Cadence:

[END OF DAY / END OF WEEK / NEXT MEETING / CUSTOM]

How To Use It

- Run this within 30 minutes of the meeting ending, while memory is fresh.
- Email the output to attendees within 2 hours — speed signals importance.
- If an action item appears UNOWNED, assign it before sending.
- The “Accomplishment” sentence is brutal; use it to argue for fewer meetings.
- Flag meetings that consistently produce “No measurable accomplishment.”

Example Input

Meeting Transcript or Notes: “Let’s discuss the Q4 campaign. Sarah mentioned the budget is tight but we can reallocate from events. John asked about timelines. We agreed

we need to move faster. The creative assets are late again. We should probably check in with Maria. Also the client wants the numbers by Friday. Someone should update the deck. Great meeting everyone.”

Meeting Type: Weekly sync

Attendees: Sarah (Finance), John (Creative), Maria (Client lead)

Default Due Date Cadence: End of week

Why It Works

Most meeting summaries fail because they mistake documentation for productivity.

This framework improves outcomes by forcing:

- decisions as explicit artifacts
- action items with owners and dates
- UNOWNED flags for accountability gaps
- single-sentence accomplishment (or shame)
- complete elimination of filler

Great meeting summaries don't capture what was said — they capture what will be done.

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