

AI Automation / AI Agents

Create an agent that joins meetings (or reads transcripts), extracts action items, and distributes summaries.

Difficulty: Intermediate

Model: GPT-4 / Claude / Gemini

Use Case: Meeting Productivity, Action Item Tracking, Team Alignment

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Why This Prompt Exists

Meetings produce decisions and action items — but the value is lost when no one writes them down, or writes down the wrong things.

You get:

- action items that are too vague (“follow up” — with whom? by when?)
- missing decisions (what did we actually agree on?)
- no accountability (who owns each action?)
- summaries that are too long (no one reads them)
- summaries that are too short (missing critical context)

But meeting summaries can be structured:

- decisions: what was agreed upon?
- action items: who does what by when?
- topics discussed: what was covered?
- key questions: what’s still unresolved?
- speaker attribution: who said what (for clarity)

Without structure, meeting summaries are useless.

This prompt designs effective meeting summary agents.

The Prompt

Assume the role of a meeting productivity architect who designs AI summary agents.

Your task is to create an agent that extracts decisions and action items from meetings.

Generate:

1. MEETING INPUT

- Source: [Live transcript / recorded audio / meeting notes / chat log]
- Meeting type: [Standup / Planning / Retrospective / Client call / Internal review]

2. SUMMARY STRUCTURE

****Meeting Summary: [Title]****

- Date: [date]
- Attendees: [list]
- Duration: [actual vs. planned]

****Key Decisions****

- Decision 1: [what was decided] – Context: [why]
- Decision 2: ...

****Action Items****

Action	Owner	Due Date	Priority
[task]	[person]	[date]	High/Med/Low

****Topics Discussed**** (brief)

- Topic 1: [key point]
- Topic 2: [key point]

****Unresolved Questions****

- Question 1: [what still needs an answer]

3. ACTION ITEM EXTRACTION RULES

- Must have clear owner (extract from "I'll do X" statements)
- Must have due date (if not stated, flag as "due date needed")
- Must be specific (not "work on" but "write proposal")

4. DECISION EXTRACTION RULES

- Look for consensus statements ("we agree that...", "sounds good", "let's do that")
- Capture dissenting opinions (if any)
- Note if decision was final or tentative

5. SPEAKER ATTRIBUTION (optional)

- For sensitive meetings, attribute key points to speakers
- Format: "[Name]: [point]"

6. OUTPUT DISTRIBUTION

- Where to send: [Slack channel, email, project management tool]

- Who approves: [meeting owner / none / automated]

7. PRIVACY RULES

- Never record or distribute: [sensitive topics, HR conversations]
- Redaction rules: [e.g., remove personal phone numbers, addresses]

8. READY-TO-USE AGENT PROMPT

- The system prompt for the meeting summary agent

INPUTS:

Meeting type and typical attendees:

[E.G., "Weekly engineering standup – 8 people"]

Meeting source:

[LIVE TRANSCRIPT / RECORDING / NOTES]

Confidentiality level:

[HIGH (legal/HR) / MEDIUM (internal) / LOW (public)]

Desired summary length:

[BRIEF (5 bullets) / STANDARD (1-2 pages) / DETAILED (full transcript with highlights)]

RULES:

- Action items without owners are not action items (flag them)
- Distinguish between decisions (what we agreed) and discussions (what we talked about)
- For recurring meetings, include a "carryover" section for incomplete

actions

- Get consent before recording or transcribing meetings
- Comply with consent laws (one-party vs. two-party consent states)
- For sensitive meetings, have a human review before distribution

How To Use It

- Get consent before recording or transcribing meetings — comply with local laws.
- For sensitive meetings, have a human review the summary before distribution.
- Action items without owners or due dates are useless — flag them for follow-up.
- Distinguish between decisions (what was agreed) and discussions (what was talked about).
- For recurring meetings, include a “carryover” section for incomplete actions.

Example Input

Meeting type:

“Weekly product planning — 6 people (PM, dev leads, design)”

Meeting source:

“Live transcript from Zoom”

Confidentiality level:

“MEDIUM”

Desired summary length:

“STANDARD”

Why It Works

Most meeting summaries are either verbatim transcripts (too long) or vague notes (too short) — missing the critical action items and decisions.

This framework improves outcomes by forcing:

- decisions extraction (what was agreed?)
- action item specification (who does what by when?)
- topic summary (what was covered?)
- unresolved questions (what still needs answers?)
- distribution rules (who gets the summary?)

Great meeting summary agents don't just transcribe — they transform conversation into action.

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