

Turn meeting notes into a useful follow-up

Keep decisions, actions and open questions in one reviewed note.

Try the sample

Check the output

Use your own example

Your numbered learning route

- 1 Start with the sample: You can identify one detail that the model must not invent.
- 2 Open your AI chat: The prompt contains the input, the output format and the boundaries.
- 3 Compare the first draft: The result is grounded in the sample rather than merely sounding confident.

Continue: audit, adapt and save

- 1 4. Audit with the second prompt: A second AI answer is a checklist aid, not independent proof.
- 2 5. Adapt one real example: Your actual constraints replace the fictional ones; unresolved facts remain questions.
- 3 6. Save one useful artifact: You can repeat the task without this lesson and know when to verify a source.

Read the practice input

Fictional neighbourhood meetup notes, 8 October.

Mira: We agreed to hold the AI session on Saturday at 10:00.

Omar: I will check whether the room is available. I can report back on Thursday.

Mira: I can draft the invite after the room is confirmed.

Dev: Maybe we should record the session. No decision was made.

Group: Bring laptops. No ticket price was discussed.

Extract decisions and action owners

Turn these notes into four sections: Decisions, Actions (owner/deadline), Open questions, and a short follow-up draft. Use only the notes. Mark missing details "not supplied". Separate a suggestion from an agreed decision. Do not approve recording or invent a price.

Use the practice input shown earlier. Open the companion link below to copy the complete prompt.

[Open copyable prompt](#)

Find unsupported claims in the meeting summary

Compare the draft against the original notes. Quote the short supporting phrase for each decision and action. List invented owners, deadlines, confirmations or prices. Suggest corrections. Do not silently rewrite the facts.

Use the practice input shown earlier. Open the companion link below to copy the complete prompt. Paste the answer you received into the draft placeholder.

[Open copyable prompt](#)

What a useful result looks like

Decision: Saturday at 10:00; participants bring laptops.

Action: Omar checks the room and reports back Thursday.

Action: Mira drafts the invite after room confirmation; no deadline supplied.

Open: recording, ticket price and room confirmation.

A recording was proposed, not approved.

Check before using the result

- 1 Separate agreed decisions from suggestions.
- 2 Keep each owner and deadline tied to the original note.
- 3 Use “not supplied” for missing dates, prices and confirmations.

Make one real example

- 1 Replace the sample with permitted, redacted input.
- 2 Add your actual constraints and mark missing details.
- 3 Save the input, reviewed output and one correction.

More things you can try

- 1 Project meeting: decisions and blockers.
- 2 Parent group: tasks and questions to ask the teacher.
- 3 Personal voice memo: next actions and missing information.

Keep your win, then go further

- 1 Explain one correction to a neighbour.
- 2 Use the browser companion for the full sample and numbered steps.
- 3 Continue to module 01 for checking AI claims, then module 02 for a bounded assistant.