

MEETINGS · AFTER THE CALL

CALL → CLEAR FOLLOW-UP

Turn a transcript or six messy notes into a recap, task list, and polite nudge drafts. One pass. About ten minutes.

RUN IT WHEN The call produced decisions, commitments, or anything you cannot afford to remember vaguely.	BRING A transcript or raw notes, meeting title, date, attendees, and the channel you will use for the recap.	LEAVE WITH One clear recap, your dated tasks, and a nudge draft for every commitment someone else made.
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COPY THIS PROMPT

Use an approved AI tool and a source you may process. Mark any unclear owner, decision, or date **NEEDS CONFIRMATION**. Never guess.

CALL: [title · date · attendees]
SOURCE: [paste transcript or notes]
MY VOICE: [paste one real message]
RECAP CHANNEL: [email / Slack / Teams]

Return exactly:

- DECISIONS** — explicit decisions only.
- COMMITMENTS** — owner · commitment · due date or “no date given.”
- CALL RECAP** — brief message with decisions and named commitments.
- MY TASKS** — task · due date · source call.
- NUDGE DRAFTS** — one specific sentence per outside commitment.

RUN IT IN FOUR MOVES

- Paste the raw source.
- Run the prompt.
- Verify owners, dates, and decisions.
- Send the recap; log your tasks.

60-SECOND REVIEW

- No invented commitments.
- Every owner has evidence.
- Missing dates stay missing.
- The recap sounds like you.
- Your AI tool is approved.