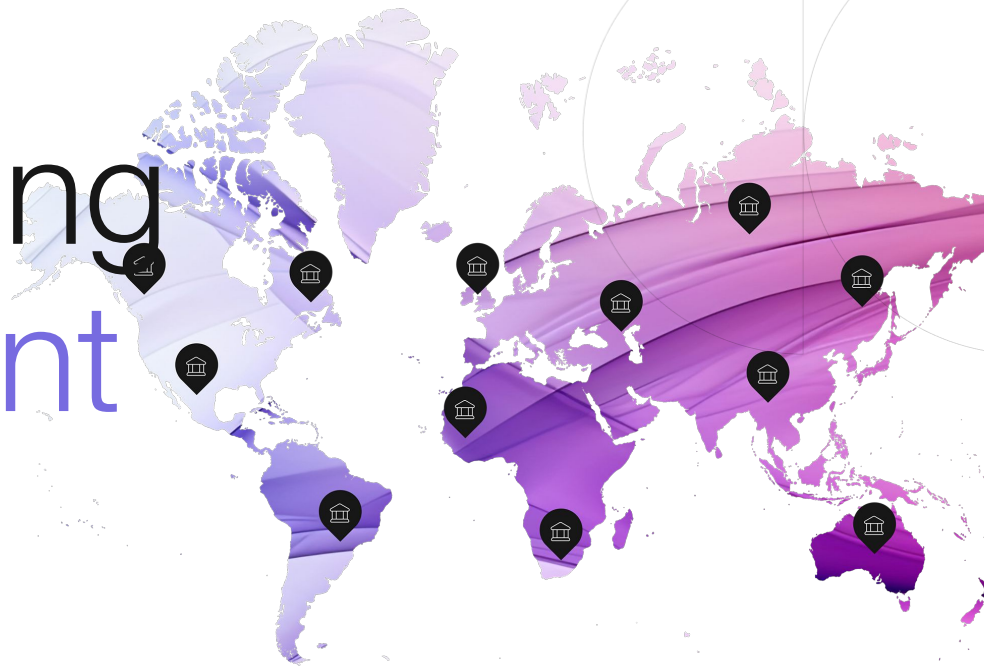


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AI for Meeting Management





What You'll Walk Away With

By the end of this session, you'll have the prompts and techniques to save time on every meeting you run.

-  A single prompt that handles all your meeting preparation in one go.
-  A method for turning any meeting — recorded or not — into structured notes and actions.
-  A follow-up workflow that takes minutes, not hours — plus tips to adapt it to how your brain works.



Scenario

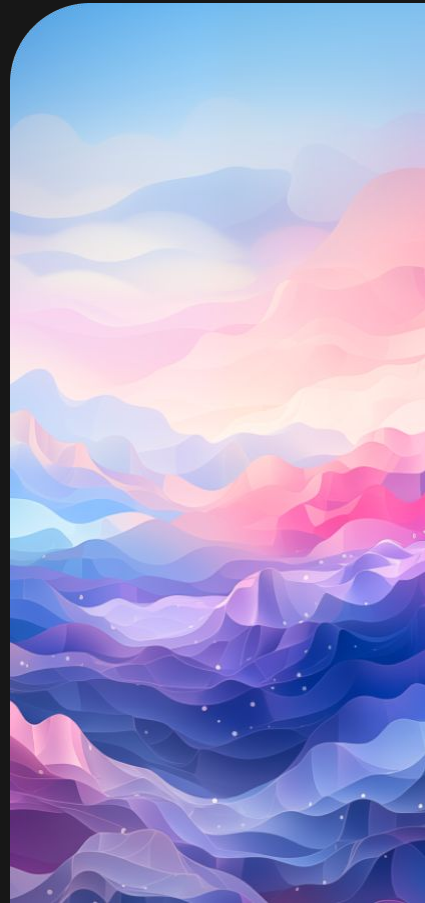
45-minute cross-team meeting on Zoom about the rollout of a new Flexible Working Policy in a government department.

Since the pandemic, most teams informally do 2–3 days in the office, but it's **applied inconsistently across directorates**.

The Permanent Secretary wants a refreshed policy proposal **by the end of June**. The team needs to align with the new Civil Service People Plan guidance, which recommends a "default to yes" approach for flexible working requests.



Before your meeting
Preparation is where AI saves the
most time



Preparation: What AI Can Do

Give AI the context it needs: who is attending, what the meeting is about, and what you want to achieve.



Draft the Agenda

Paste your meeting context into an AI tool and ask it to suggest an agenda with time allocations.



Prepare Briefing Notes

Share relevant documents and ask AI to summarise the key points each attendee needs to know.

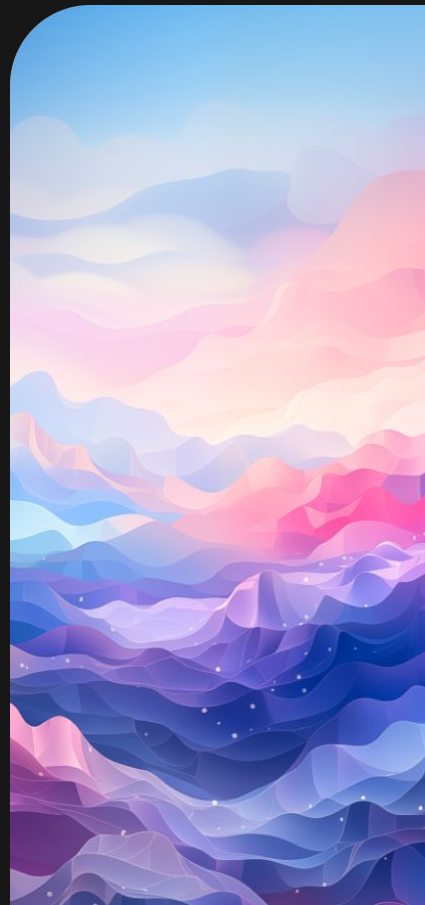


Identify Key Questions

Ask AI to generate discussion questions based on your objectives and attendee roles.



During your meeting
Capture what matters without losing
focus





Getting Your Meeting Into AI

You don't need to record. But if you can, it's faster and more accurate.



With a Transcript

Upload or paste a transcript from your meeting platform. The most complete and accurate option.



Without a Transcript

Take rough notes and paste them in afterwards. Bullet points, fragments, shorthand — AI handles the mess.



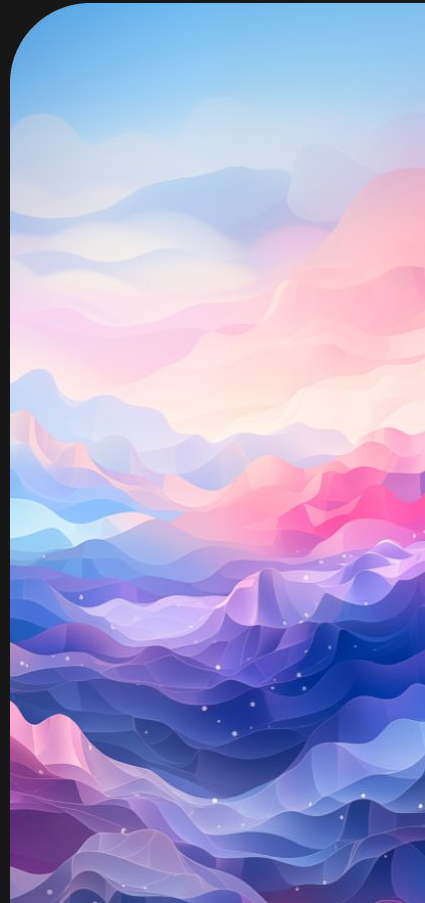
Adapt to You

Choose the method that fits your brain. If note-taking splits your focus, a transcript lets you be fully present.



After your meeting

Turn messy conversations into clear actions



Follow-Up: Close the Loop

The biggest time-saver: turning 30 minutes of notes into a clear record in under 2 minutes.



Structured Summary

Ask AI to organise notes or transcripts into decisions made, actions agreed, and open questions. Always review for accuracy.



Action Tracker

Have AI separate new actions from pre-existing ones. Specify owner and deadline for each item.



Follow-Up Email

Paste the summary into AI and ask it to draft a follow-up email for attendees with next steps.

Tips for Accuracy and Best Practice

Build these habits to get the most from AI in your meetings.



Adapt to Your Brain

Choose the workflow that fits how you think.

If note-taking splits your focus, use transcripts or ask a colleague to take notes for you. If walls of text overwhelm, ask for bullet points. **Make AI work for you.**



Always Review

AI-generated minutes are a first draft, not the final record.

Spend 2-3 minutes **checking** facts, names, and action owners before sharing.



Give Context

The more context you give, the better the output.

Include attendee names, roles, objectives, and any background documents.



Privacy and Organisational Readiness

Know when to use AI and when not to.



When NOT to Use AI

Sensitive HR, legal privilege, classified content or without consent.

Always check your organisation's AI policy.
When in doubt, leave it out.



No Approved Tools Yet?

Practise prompts on paper. Use AI for non-sensitive prep. Build the case.

Start with low-risk tasks and advocate for a pilot if your organisation is earlier in its AI adoption



Most Private Approach

Use the manual paste method: you control exactly what enters AI.

Live transcription helps, but it's not needed.
Take rough notes, paste afterwards.





Any questions?

