Seurat Meeting Notes Skill

Quick-Start Guide for Windows / Claude Code

What This Skill Does

Transforms raw meeting transcripts, deck content, and personal notes into polished, client-ready meeting notes (.docx). Output includes Next Steps, Key Takeaways, and Full Notes sections following Seurat Group formatting and content-quality standards.

Setup Options (Windows)

Option A: Claude Code on the Web (Recommended)

- Go to claude.ai/code and open a session pointed at the claude-skills repository.
- The skill triggers automatically when you ask to process meeting notes.
- For a persistent slash command, create .claude/commands/meeting-notes.md (see below).

Option B: Claude Code Desktop App

- Install Node.js, then run: npm install -g @anthropic-ai/claude-code
- Clone the repo locally and open a terminal in your project folder, then run: claude
- Invoke with /meeting-notes after setting up the slash command below.

Option C: Claude Chat Projects (Non-Technical Teammates)

- Create a Project at claude.ai. Paste SKILL.md and all three reference files into Knowledge.
- Every conversation in that Project will follow the skill automatically.
- Note: Chat cannot write .docx files -- copy the formatted output into Word manually.

Slash Command Setup (Options A & B)

Create the file .claude/commands/meeting-notes.md in your project root with this content:

```
Process the attached meeting materials into Seurat-format notes.
Follow the instructions in seurat-meeting-notes/SKILL.md and its
references/ folder. Output a .docx file.
```

Then invoke it during any session by typing: /meeting-notes

How to Run

- **1. Start a session** -- Open Claude Code (web or app) in a folder containing the skill repo.
- **2. Provide materials** -- Paste or attach: (a) call transcript, (b) deck (if any), (c) your notes.
- **3. Invoke the skill** -- Type /meeting-notes or: "Turn these into Seurat meeting notes."
- **4. Confirm context** -- Claude asks for meeting title, date, attendees, client. Fill in any gaps.
- **5. Receive output** -- A .docx is generated with Next Steps, Key Takeaways, and Full Notes.

Tips

- Provide the deck alongside the transcript so Claude knows what NOT to repeat in the notes.
- If you have personal highlights, include them -- they help prioritize what mattered most.
- Review Key Takeaways first; they are the most judgment-intensive section.