



Meeting-to-Deck Workflow Cheat Sheet

Workflow: Record in Teams → Summarise in Word → Generate slides in PowerPoint → Refine with Copilot.

Case example: Reducing a 90-min meeting to a 10-slide deck in 20 minutes.

Reference: <https://www.gov.uk/government/publications/microsoft-365-copilot-experiment-cross-government-findings-report>

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