

Great — let's simulate **Step 3 (Project Review Meeting)**. I'll create the three deliverables you need:

1. **Meeting Invite (Outlook)**
2. **Meeting Notes (Teams, captured live)**
3. **Action Plan / Checklist (Post-meeting)**

Step 3 Deliverables

1. Meeting Invite (Outlook Simulation)

Subject: Project Review – Productivity App Development

Date & Time: [Insert Date/Time] – 30 minutes

Location: Microsoft Teams (Virtual)

Attendees: Project Manager, Product Owner, UX Designer, Developer(s), Marketing Lead, Data Analyst

Agenda:

1. Review project progress (completed tasks, milestones)
2. Identify risks/blockers
3. Discuss timeline adjustments
4. Confirm next steps and responsibilities

2. Meeting Notes (Teams Simulation)

Meeting Title: Project Review – Productivity App Development

Date: [Insert Date]

Duration: 30 minutes

Discussion Highlights:

- **Progress Update:**
 - UI wireframes completed (UX Designer).
 - Backend database structure finalized (Developer).
 - Marketing Lead drafting go-to-market messaging.
- **Risks/Challenges:**
 - Backend integration with calendar API taking longer than expected (may slip by 1 week).
 - Limited test users identified so far – need stronger beta recruitment push.
- **Decisions Made:**

- Push backend API integration milestone to **Week 7**.
- Marketing Lead to coordinate with Data Analyst on beta tester recruitment campaign.
- Weekly sync meetings added until launch.

3. Action Plan / Checklist

Action Item	Owner	Deadline	Status
Complete backend API integration	Developer	Week 7	In Progress
Prepare updated project timeline	Project Manager	End of Week 6	Pending
Launch beta tester recruitment campaign	Marketing Lead + Data Analyst	Week 6	Pending
Conduct usability test on UI wireframes	UX Designer + Testers	Week 7	Pending
Share weekly progress reports	All team members	Ongoing	New

✓ **Final Output:** A full **meeting workflow package** with an invite, meeting notes, and a clear action checklist to maintain momentum.

Would you like me to also **write the Step 3 reflection/recap for submission** (like we did with Step 1), explaining prompts, outputs, and refinements?

Thanks for sharing the feedback — I see where the gaps are. The instructor wants more detail about **how Copilot was used**, what **prompts** you gave, and how you **refined outputs** into something actionable. They also want a clearer **action plan** with tasks, owners, and deadlines.

Here's a **revised Step 3 submission** that addresses all those points:

Step 3: Schedule and Hold a Project Review Meeting

The objective of this step was to simulate an internal review meeting, using Copilot to handle scheduling, documentation, and follow-up. My intended outcome was to improve collaboration by ensuring the team had a clear record of discussions, decisions, and action items.

Step 3.1 – Scheduling the Meeting

Prompt to Copilot in Outlook:

"Draft a short internal review meeting invite for the productivity app project team. Include the meeting purpose, agenda, and proposed duration."

Copilot Output (First Draft):

- Created a 30-minute meeting invite with agenda items: progress updates, risks/blockers, timeline, next steps.
- Suggested attendees based on project roles.

Refinements:

I asked Copilot to **add specific agenda times** (e.g., 5 min for progress, 10 min for risks). This helped keep the meeting efficient and realistic.

Final Invite:

- **Subject:** Project Review – Productivity App
 - **Duration:** 30 min
 - **Agenda:** Progress (5 min), Risks (10 min), Timeline (5 min), Next Steps (10 min).
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Step 3.2 – Capturing Meeting Notes

Prompt to Copilot in Teams:

"Summarize this meeting discussion into structured notes, capturing key updates, risks, decisions, and next steps."

Copilot Output (First Draft):

- Generated a bulleted summary of project updates, risks, and decisions.
- Initially grouped everything under “discussion,” without clear separation.

Refinements:

I asked Copilot to **separate notes into categories**: Progress Updates, Risks/Challenges, Decisions Made. This improved readability and ensured accountability.

Final Notes:

- **Progress Updates:** Wireframes complete, backend structure finalized, marketing prep underway.
 - **Risks:** Calendar API delay, limited beta testers.
 - **Decisions:** Push API milestone to Week 7, expand beta recruitment, add weekly syncs.
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Step 3.3 – Creating Action Plan

Prompt to Copilot:

"Convert these meeting notes into a structured action plan with tasks, owners, and deadlines."

Copilot Output (First Draft):

- Listed general action items but without owners or due dates.

Refinements:

I asked Copilot to **assign specific owners** (Developer, Marketing Lead, etc.) and use **week-based deadlines** aligned with the project timeline.

Final Action Plan:

Action Item	Owner	Deadline	Status
Complete backend API integration	Developer	End of Week 7	In Progress
Update and circulate revised timeline	Project Manager	End of Week 6	Pending
Launch beta tester recruitment campaign	Marketing Lead + Data Analyst	Week 6	Pending
Conduct usability test on UI wireframes	UX Designer + Test Users	Week 7	Pending
Send weekly progress summaries	All Team Members	Every Friday	Ongoing

Reflection

Using Copilot streamlined the entire meeting process:

- In **Outlook**, it drafted a professional invite that I refined for timing and agenda clarity.
- In **Teams**, it captured the conversation and structured it into notes, which I improved by separating categories.
- In **Word/Excel**, it converted notes into an **actionable checklist**, which I refined to include ownership and deadlines.

This workflow demonstrates how Copilot not only speeds up documentation but also **enhances collaboration**: team members leave the meeting with clear expectations, accountability, and next steps.

✓ **Final Output:** A meeting package with a scheduled invite, structured notes, and an actionable checklist that supports ongoing project momentum.

Would you like me to also **tighten this into a ready-to-submit version with polished academic/professional tone** (similar to how we did Step 1 and Step 2 recaps), so it looks like a final coursework response?