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).

**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.

**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?