

Prompt 1: Executive Summary Paragraph

Goal: *Produce a short paragraph summarizing the meeting.*

Template:

[00:00] Alice: Let's start the weekly sync.

[00:05] Bob: I completed the marketing plan draft.

[00:10] Carol: I'll finish the product spec by Wednesday.

[00:15] Alice: Great. We'll review everything on Friday.

Prompt 2: Bullet Points Summary

Goal: *Create clear bullet points with key information.*

Template:

[00:00] Alice: Let's start the weekly sync.

[00:05] Bob: I completed the marketing plan draft.

[00:10] Carol: I'll finish the product spec by Wednesday.

[00:15] Alice: Great. We'll review everything on Friday.

Prompt 3: Action Items with Owners

Goal: *List action items specifying who is responsible.*

Template:

[00:00] Alice: Let's start the weekly sync.

[00:05] Bob: I completed the marketing plan draft.

[00:10] Carol: I'll finish the product spec by Wednesday.

[00:15] Alice: Great. We'll review everything on Friday.