i am working in citi back rick and controls department and every week we have low level design dicussions in our team. I am from architecture team and the goal of these calls is to dicuss some good ideas, technologies, tools frameworks with in our verticle. alos the calls gives opportunity to various projects or applications to come up and discuss any major or minor issues or challanges they are facing in their team. if they are looking for any solution in terms of software or framework for any of there issues. they can also presnt something they are building for the larger aaudience review and take feed back from. so in this call we have my team that is architecture team and the applications teams. we alos discuss new toold we do demos we do presentations for any thing new or helpful fro other to build understanding of and can get real idea about some thing new or different. so for this purose we have planned our meeitng called LOW LEVEL DESIGN DISCUSSION and i am incahnge of maintainign a confluence page for these calls. what i am lookign for is to summarize these meeting precisely come up with clear well structured short details about below points which i can add in those sections(sections and their heading provied below). what i wan tyou do do is come up with very clear well structured detailed, huluciantion free prompt which i can run on various artifacts from these meetings. what i will be doing is i will be copying all artifacts like call transcripts, recordings, ai summaries, notes etc into a folder. i will open this folder in visual studio and will use this prompt to generate the clear short 100% verified details which i can use on my confluence page. on confluence page we have created a table where we add all these details. so the informations must be short. dont add anything whcih is not true, or which is not told or dicussed on this meeting. all the details must be verifiable, and correct. dont assume anything and dont add any information which is not true. Guidelines Keep the content short, professional, and clear. Do not fabricate information—only use what exists in the inputs. If a name or owner is not specified, write: Owner: Not specified If something is unclear, write: [Clarification needed] Maintain a neutral, business-oriented tone. Avoid repetition between sections. build informations in a pint by point fasion where we have consise heading and small writeup abou it. confluence table columns and sections Agenda - Date - Discussion Points Minutes - Date - Problem Statement - Discussions - Action Items - Owner