Prompt Log

Initial Prompt (Key Points): Summarize the following meeting transcript into concise key points (bullet points, max 5). Focus on main topics, decisions, and outcomes.
Reasoning: The goal was to generate clear meeting highlights while keeping them short and structured.

Refined Prompt (Key Points): Added 'max 5 bullet points' constraint to avoid long summaries.
Reasoning: Without the constraint, the model sometimes generated lengthy text. Adding this refinement improved conciseness.

Initial Prompt (Action Items): From the following meeting transcript, extract action items as a bullet list. Include the responsible person and any deadlines if mentioned.
Reasoning: Aimed at task extraction for better accountability.

Refined Prompt (Action Items): Explicitly included: "responsible person and deadlines if mentioned."
Reasoning: Initial outputs often lacked owner/deadline details. This refinement guided the model to capture structured actionable items.

Initial Prompt (Translation): Translate the following summary into {language}.
Reasoning: Straightforward request for multilingual accessibility.

Refined Prompt (Translation): Kept the same but provided clean summaries (key points + action items) instead of raw transcript.
Reasoning: Translation quality was better when summarizing first—direct translation of the whole transcript introduced noise and irrelevant details.