ChatGPT o1-mini

Share

I am making a collaborative note-taking web app with markdown support. I want to add "Templates" functionality to my app. Generate a decent amount of potential useful templates such as meeting minutes, project planner etc (in markdown).

Thought for 4 seconds

Certainly! Implementing a variety of templates can greatly enhance the user experience of your collaborative note-taking app by providing structured formats for different use cases. Below are several Markdown templates tailored for common scenarios such as meeting minutes, project planning, to-do lists, and more. Each template includes placeholders to guide users in customizing their content.

---

1. Meeting Minutes

markdown Copy code

```markdown
# Meeting Minutes

**Date:** YYYY-MM-DD
**Time:** HH:MM AM/PM
**Location:** [Location]
**Facilitator:** [Name]
**Note Taker:** [Name]
**Attendees:**
- [Name 1]
- [Name 2]
- [Name 3]

---

## Agenda
1. [Agenda Item 1]
2. [Agenda Item 2]
3. [Agenda Item 3]

---

## Discussions

### 1. [Agenda Item 1]
- **Discussion Points:**
  - Point 1
  - Point 2
- **Decisions Made:**
  - Decision 1
  - Decision 2

### 2. [Agenda Item 2]
- **Discussion Points:**
  - Point 1
  - Point 2
- **Decisions Made:**
  - Decision 1
  - Decision 2

### 3. [Agenda Item 3]
- **Discussion Points:**
  - Point 1
  - Point 2
- **Decisions Made:**
  - Decision 1
  - Decision 2

---

## Action Items

| Task | Assigned To | Due Date | Status |
|------|-------------|----------|--------|
| [Task Description] | [Name] | YYYY-MM-DD | [Status] |
| [Task Description] | [Name] | YYYY-MM-DD | [Status] |

---

## Next Meeting

**Date:** YYYY-MM-DD
**Time:** HH:MM AM/PM
**Location:** [Location]
**Proposed Agenda Items:**
1. [Agenda Item]
2. [Agenda Item]
```

```
2. [Agenda Item]
```

---

2. Project Planner

markdown Copy code

```markdown
# Project Planner

**Project Name:** [Project Title]
**Start Date:** YYYY-MM-DD
**End Date:** YYYY-MM-DD
**Project Manager:** [Name]
**Team Members:**
- [Name 1]
- [Name 2]
- [Name 3]

---

## Project Overview

[Brief description of the project, its goals, and objectives.]

---

## Milestones

| Milestone | Description | Due Date | Status |
|----------|-------------|---------|--------|
| [Milestone 1] | [Description] | YYYY-MM-DD | [Status] |
| [Milestone 2] | [Description] | YYYY-MM-DD | [Status] |
| [Milestone 3] | [Description] | YYYY-MM-DD | [Status] |

---

## Tasks

### To Do
- [ ] Task 1
- [ ] Task 2
- [ ] Task 3

### In Progress
- [ ] Task 4
- [ ] Task 5

### Completed
- [x] Task 6
- [x] Task 7

---

## Resources

- **Documents:** [Link to document]
- **Tools:** [List of tools]
- **References:** [Links or references]

---

## Risks & Mitigations

| Risk | Impact | Likelihood | Mitigation Strategy |
|------|--------|-----------|---------------------|
| [Risk 1] | [High/Medium/Low] | [High/Medium/Low] | [Strategy] |
| [Risk 2] | [High/Medium/Low] | [High/Medium/Low] | [Strategy] |
```

---

3. To-Do List

markdown Copy code

```markdown
# To-Do List

**Date:** YYYY-MM-DD

---

## Priority Tasks

1. [ ] **High Priority:** [Task Description]
2. [ ] **High Priority:** [Task Description]

---
```

```
## Tasks

### Today
- [ ] Task 1
- [ ] Task 2

### This Week
- [ ] Task 3
- [ ] Task 4

### Later
- [ ] Task 5
- [ ] Task 6

---

## Notes

[Additional notes or reminders.]
```

---

4. Weekly Agenda

markdown Copy code

```markdown
# Weekly Agenda

**Week:** YYYY-MM-DD to YYYY-MM-DD

---

## Monday
- [Agenda Item 1]
- [Agenda Item 2]

## Tuesday
- [Agenda Item 1]
- [Agenda Item 2]

## Wednesday
- [Agenda Item 1]
- [Agenda Item 2]

## Thursday
- [Agenda Item 1]
- [Agenda Item 2]

## Friday
- [Agenda Item 1]
- [Agenda Item 2]

## Notes

[Space for additional notes.]
```

---

5. Daily Journal

markdown Copy code

```markdown
# Daily Journal

**Date:** YYYY-MM-DD

---

## Morning

- [ ] **Goals for Today:**
  - Goal 1
  - Goal 2

## Afternoon

- **Activities:**
  - Activity 1
  - Activity 2

## Evening

- **Reflections:**
  - What went well?
  - What could be improved?

## Notes
```

```
[Additional thoughts or notes.]
```

---

6. Knowledge Base Article

markdown Copy code

```markdown
# [Article Title]

**Author:** [Name]
**Date:** YYYY-MM-DD
**Tags:** [Tag1], [Tag2], [Tag3]

---

## Introduction

[Brief introduction to the topic.]

---

## Table of Contents

1. [Section 1](#section-1)
2. [Section 2](#section-2)
3. [Section 3](#section-3)

---

## Section 1

[Content for section 1.]

### Subsection 1.1

[Content for subsection 1.1.]

## Section 2

[Content for section 2.]

### Subsection 2.1

[Content for subsection 2.1.]

## Section 3

[Content for section 3.]

### Subsection 3.1

[Content for subsection 3.1.]

---

## References

- [Reference 1](#)
- [Reference 2](#)
```

---

7. Bug Report

markdown Copy code

```markdown
# Bug Report

**Reported By:** [Name]
**Date:** YYYY-MM-DD
**Project:** [Project Name]
**Version:** [Version Number]

---

## Description

[A clear and concise description of the bug.]

---

## Steps to Reproduce

1. Step 1
2. Step 2
```

```
3. Step 3

---

## Expected Behavior

[Describe what you expected to happen.]

---

## Actual Behavior

[Describe what actually happened.]

---

## Screenshots

[Attach screenshots if applicable.]

---

## Environment

- **OS:** [Operating System]
- **Browser:** [Browser and version]
- **Device:** [Device type]

---

## Additional Information

[Any other relevant information.]
```

---

8. Feature Request

markdown Copy code

```
# Feature Request

**Requested By:** [Name]
**Date:** YYYY-MM-DD
**Project:** [Project Name]

---

## Title

[Brief title of the feature request.]

---

## Description

[A detailed description of the feature.]

---

## Benefits

- Benefit 1
- Benefit 2
- Benefit 3

---

## Use Cases

1. [Use Case 1]
2. [Use Case 2]
3. [Use Case 3]

---

## Priority

- [ ] Low
- [ ] Medium
- [ ] High

---

## Additional Notes

[Any additional information.]
```

9. Design Document

markdown Copy code

```markdown
# Design Document

**Project Name:** [Project Title]
**Date:** YYYY-MM-DD
**Author:** [Name]

---

## Table of Contents

1. [Introduction](#introduction)
2. [Objectives](#objectives)
3. [System Architecture](#system-architecture)
4. [Components](#components)
5. [User Interface](#user-interface)
6. [Data Flow](#data-flow)
7. [Security](#security)
8. [Testing](#testing)
9. [Deployment](#deployment)
10. [Conclusion](#conclusion)

---

## Introduction

[Overview of the project and its purpose.]

---

## Objectives

- Objective 1
- Objective 2
- Objective 3

---

## System Architecture

[Description and diagrams of the system architecture.]

---

## Components

### Component 1

[Details about component 1.]

### Component 2

[Details about component 2.]

---

## User Interface

[Mockups or descriptions of the UI.]

---

## Data Flow

[Description of how data moves through the system.]

---

## Security

[Security measures and considerations.]

---

## Testing

[Testing strategies and plans.]

---

## Deployment

[Deployment process and requirements.]

---
```

```
## Conclusion

[Final thoughts and next steps.]
```

---

10. Study Notes

markdown Copy code

```markdown
# Study Notes

**Subject:** [Subject Name]
**Topic:** [Topic Title]
**Date:** YYYY-MM-DD
**Author:** [Name]

---

## Overview

[A brief summary of the topic.]

---

## Key Concepts

- **Concept 1:** [Description]
- **Concept 2:** [Description]
- **Concept 3:** [Description]

---

## Detailed Notes

### Subtopic 1

[Detailed information about subtopic 1.]

### Subtopic 2

[Detailed information about subtopic 2.]

### Subtopic 3

[Detailed information about subtopic 3.]

---

## Diagrams

![Diagram Description](image-link)

---

## Summary

[A concise summary of the study notes.]

---

## References

- [Reference 1](#)
- [Reference 2](#)
```

---

11. Event Planning

markdown Copy code

```markdown
# Event Planning

**Event Name:** [Event Title]
**Date:** YYYY-MM-DD
**Location:** [Location]
**Organizer:** [Name]

---

## Event Overview

[Brief description of the event.]

---
```

```
## Schedule

| Time | Activity | Responsible |
|------|----------|-------------|
| HH:MM | Activity 1 | [Name] |
| HH:MM | Activity 2 | [Name] |
| HH:MM | Activity 3 | [Name] |

---

## Tasks

### Pre-Event

- [ ] Task 1
- [ ] Task 2

### During Event

- [ ] Task 3
- [ ] Task 4

### Post-Event

- [ ] Task 5
- [ ] Task 6

---

## Budget

| Item | Estimated Cost | Actual Cost | Notes |
|------|---------------|-------------|-------|
| [Item 1] | $0.00 | $0.00 | [Notes] |
| [Item 2] | $0.00 | $0.00 | [Notes] |

---

## Contacts

- **Vendor 1:** [Name, Contact Info]
- **Vendor 2:** [Name, Contact Info]

---

## Notes

[Any additional information.]
```

12. Blog Post

markdown Copy code

```
# [Blog Post Title]

**Author:** [Name]
**Date:** YYYY-MM-DD
**Category:** [Category]
**Tags:** [Tag1], [Tag2], [Tag3]

---

## Introduction

[Hook to grab the reader's attention.]

---

## Section 1: [Subtitle]

[Content for section 1.]

---

## Section 2: [Subtitle]

[Content for section 2.]

---

## Section 3: [Subtitle]

[Content for section 3.]

---
```

```
## Conclusion

[Wrap-up and final thoughts.]

---

## References

- [Reference 1](#)
- [Reference 2](#)

---

## Call to Action

[Encourage readers to take action, comment, share, etc.]
```

---

13. Research Paper

markdown Copy code

```
# [Research Paper Title]

**Authors:** [Name 1], [Name 2]
**Date:** YYYY-MM-DD
**Affiliation:** [Institution or Organization]

---

## Abstract

[A brief summary of the research.]

---

## Introduction

[Background information and objectives of the research.]

---

## Literature Review

[Summary of existing research related to the topic.]

---

## Methodology

[Description of the research methods used.]

---

## Results

[Presentation of the research findings.]

---

## Discussion

[Interpretation of the results and their implications.]

---

## Conclusion

[Summary of findings and suggestions for future research.]

---

## References

- [Reference 1](#)
- [Reference 2](#)

---

## Appendices

- **Appendix A:** [Description]
- **Appendix B:** [Description]
```

---

14. Code Documentation

markdown Copy code

```markdown
# [Project Name] Documentation

**Version:** [Version Number]
**Author:** [Name]
**Date:** YYYY-MM-DD

---

## Table of Contents

1. [Introduction](#introduction)
2. [Installation](#installation)
3. [Usage](#usage)
4. [API Reference](#api-reference)
5. [Contributing](#contributing)
6. [License](#license)

---

## Introduction

[Overview of the project and its purpose.]

---

## Installation

### Prerequisites

- [Requirement 1]
- [Requirement 2]

### Steps

1. Step 1
2. Step 2
3. Step 3

---

## Usage

[Instructions and examples on how to use the project.]

```bash
# Example command
command --option
```
```

API Reference

Endpoint 1: `/api/endpoint1`

- **Method:** GET
- **Description:** [Description]
- **Parameters:**
  - `param1` (type): [Description]
  - `param2` (type): [Description]
- **Response:**

  json Copy code

  ```json
  {
    "key": "value"
  }
  ```

Endpoint 2: `/api/endpoint2`

- **Method:** POST
- **Description:** [Description]
- **Parameters:**
  - `param1` (type): [Description]
  - `param2` (type): [Description]
- **Response:**

  json Copy code

  ```json
  {
    "key": "value"
  }
  ```

Contributing

[Guidelines for contributing to the project.]

License

[License information.]

yaml Copy code

```yaml
---

## 15. Book Summary

```markdown
# [Book Title] by [Author]

**Date:** YYYY-MM-DD
**Genre:** [Genre]
**Rating:** ⭐⭐⭐⭐☆

---

## Summary

[A brief overview of the book's plot or main ideas.]

---

## Key Themes

- **Theme 1:** [Description]
- **Theme 2:** [Description]
- **Theme 3:** [Description]

---

## Characters

### Main Characters

- **Character 1:** [Description]
- **Character 2:** [Description]

### Supporting Characters

- **Character 3:** [Description]
- **Character 4:** [Description]

---

## Important Quotes

- "Quote 1"
- "Quote 2"
- "Quote 3"

---

## Personal Reflections

[Your thoughts and insights about the book.]

---

## Takeaways

- Takeaway 1
- Takeaway 2
- Takeaway 3
```

16. Travel Itinerary

markdown Copy code

```markdown
# Travel Itinerary

**Traveler:** [Name]
```
```

```
**Destination:** [City/Country]
**Dates:** YYYY-MM-DD to YYYY-MM-DD

---

## Overview

[A brief description of the trip.]

---

## Day 1: YYYY-MM-DD

### Morning
- Activity 1: [Details]
- Activity 2: [Details]

### Afternoon
- Activity 3: [Details]
- Activity 4: [Details]

### Evening
- Activity 5: [Details]
- Dinner at [Restaurant]

---

## Day 2: YYYY-MM-DD

### Morning
- Activity 1: [Details]
- Activity 2: [Details]

### Afternoon
- Activity 3: [Details]
- Activity 4: [Details]

### Evening
- Activity 5: [Details]
- Dinner at [Restaurant]

---

## Day 3: YYYY-MM-DD

### Morning
- Activity 1: [Details]
- Activity 2: [Details]

### Afternoon
- Activity 3: [Details]
- Activity 4: [Details]

### Evening
- Activity 5: [Details]
- Dinner at [Restaurant]

---

## Accommodations

- **Hotel Name:** [Name]
- **Address:** [Address]
- **Contact:** [Contact Information]
- **Booking Details:** [Confirmation Number]

---

## Transportation

- **Flight Details:**
  - **Airline:** [Airline]
  - **Flight Number:** [Number]
  - **Departure:** [Time, Airport]
  - **Arrival:** [Time, Airport]

- **Local Transportation:**
  - [Details]

---

## Budget

| Category | Estimated Cost | Actual Cost | Notes |
|----------|----------------|-------------|-------|
| Flights | $0.00 | $0.00 | [Notes] |
| Accommodation | $0.00 | $0.00 | [Notes] |
| Meals | $0.00 | $0.00 | [Notes] |
| Activities | $0.00 | $0.00 | [Notes] |
| Transportation | $0.00 | $0.00 | [Notes] |
```

```
---

## Notes

[Any additional information or reminders.]
```

---

17. Recipe

markdown Copy code

```markdown
# [Recipe Name]

**Author:** [Name]
**Date:** YYYY-MM-DD
**Servings:** [Number]
**Preparation Time:** [Time]
**Cooking Time:** [Time]

---

## Ingredients

- [Quantity] [Ingredient 1]
- [Quantity] [Ingredient 2]
- [Quantity] [Ingredient 3]
- [Quantity] [Ingredient 4]

---

## Instructions

1. **Step 1:** [Description]
2. **Step 2:** [Description]
3. **Step 3:** [Description]
4. **Step 4:** [Description]
5. **Step 5:** [Description]

---

## Notes

- [Tip or variation]
- [Storage instructions]
- [Serving suggestions]

---

## Nutrition Information

- **Calories:** [Number] kcal
- **Protein:** [Amount] g
- **Carbohydrates:** [Amount] g
- **Fats:** [Amount] g
```

---

18. Goal Setting

markdown Copy code

```markdown
# Goal Setting

**Date:** YYYY-MM-DD
**Name:** [Name]

---

## Vision Statement

[A clear and inspiring vision statement.]

---

## Long-Term Goals (1-5 years)

1. **Goal 1:** [Description]
   - **Why:** [Reason]
   - **Steps to Achieve:**
     - Step 1
     - Step 2

2. **Goal 2:** [Description]
   - **Why:** [Reason]
   - **Steps to Achieve:**
     - Step 1
```

```
    - Step 2

---

## Short-Term Goals (Next 3 months)

1. **Goal 1:** [Description]
   - **Why:** [Reason]
   - **Steps to Achieve:**
     - Step 1
     - Step 2

2. **Goal 2:** [Description]
   - **Why:** [Reason]
   - **Steps to Achieve:**
     - Step 1
     - Step 2

---

## Action Plan

| Goal | Action Steps | Deadline | Status |
|------|--------------|----------|--------|
| [Goal 1] | [Step 1, Step 2] | YYYY-MM-DD | [Status] |
| [Goal 2] | [Step 1, Step 2] | YYYY-MM-DD | [Status] |

---

## Progress Tracking

- **Weekly Check-In:**
  - [Date]: [Progress Update]
  - [Date]: [Progress Update]

- **Monthly Review:**
  - [Date]: [Review Notes]
```

---

19. SWOT Analysis

markdown Copy code

```
# SWOT Analysis

**Project/Business Name:** [Name]
**Date:** YYYY-MM-DD

---

## Strengths

- Strength 1
- Strength 2
- Strength 3

---

## Weaknesses

- Weakness 1
- Weakness 2
- Weakness 3

---

## Opportunities

- Opportunity 1
- Opportunity 2
- Opportunity 3

---

## Threats

- Threat 1
- Threat 2
- Threat 3

---

## Action Items

### Leverage Strengths

- [Action 1]
- [Action 2]
```

```
### Address Weaknesses

- [Action 1]
- [Action 2]

### Capitalize on Opportunities

- [Action 1]
- [Action 2]

### Mitigate Threats

- [Action 1]
- [Action 2]
```

---

20. Interview Notes

markdown Copy code

```markdown
# Interview Notes

**Candidate Name:** [Name]
**Position:** [Job Title]
**Date:** YYYY-MM-DD
**Interviewer:** [Name]

---

## Background Information

[Brief overview of the candidate’s background.]

---

## Questions & Responses

### 1. [Question 1]
**Response:**
[Candidate’s answer.]

### 2. [Question 2]
**Response:**
[Candidate’s answer.]

### 3. [Question 3]
**Response:**
[Candidate’s answer.]

### 4. [Question 4]
**Response:**
[Candidate’s answer.]

### 5. [Question 5]
**Response:**
[Candidate’s answer.]

---

## Skills Assessment

- **Technical Skills:** [Assessment]
- **Soft Skills:** [Assessment]
- **Experience:** [Assessment]
- **Cultural Fit:** [Assessment]

---

## Strengths

- Strength 1
- Strength 2
- Strength 3

---

## Areas for Improvement

- Area 1
- Area 2
- Area 3

---

## Recommendation

[Recommended Hire/Not Recommended/Further Review]
```

These templates should provide a solid foundation for various note-taking and organizational needs within your web application. Feel free to customize and expand upon them to better fit your users' specific requirements.

Message ChatGPT

ChatGPT can make mistakes. Check important info.