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## **The 10-Min Challenge**

**Turn Meeting Minutes into an Action Plan**

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# The 10-Min Challenge

## Turning Meeting Minutes into an Action Plan

This guided exercise will walk you through a practical, three-step process for using AI to supercharge your next meeting. This is a great way to put your new prompting skills to the test and see how AI can create immediate value in your work.

### The Challenge: Turning Meeting Minutes into an Action Plan

Your goal is to use an AI tool (such as Google Gemini, ChatGPT, or an AI-embedded tool in your work software) to manage the entire meeting workflow, from preparation to follow-up.

#### Step 1: Before the Meeting (Preparation)

Stop writing your agenda from scratch. Use AI to get a running start.

##### Your Prompt:

"I have an upcoming meeting to discuss the Q3 marketing strategy with my team. The goal of the meeting is to finalise our plans for the next quarter. I need to make sure we discuss budget, a content calendar, and our social media campaign. Act as a professional project manager and generate a structured meeting agenda for a 30-minute meeting.

The agenda should include:

- A clear objective for the meeting.
- A time-boxed list of discussion topics.
- A placeholder for a clear call to action at the end.
- A list of three questions we should ask to encourage a productive discussion."

#### Step 2: During the Meeting (Note-Taking)

Instead of frantically taking notes, focus on the conversation. Use an AI-powered note-taker such as the native functions in Google Meet or Microsoft Teams to get a live transcript.

##### Your Action:

- Enable your AI note-taker at the start of the meeting.
- Let the tool create a full transcript and a rough summary.
- Engage with the conversation and highlight key decisions or action items as they happen.

#### Step 3: After the Meeting (Action Plan)

Most of the transcription tools are now really good at summaries and you mostly don't need to alter them too much afterwards, but if it hasn't quite hit the mark you can then take them into Gemini Chat, ChatGPT or the Co-Pilot chat and get it to turn those rough notes into a clear, actionable plan that everyone can follow.

##### Your Prompt:

"Here are the meeting notes and key decisions from our Q3 marketing strategy meeting: (Add in your downloaded summary doc).

Your task is to act as a project manager and process these notes. Create a clear, numbered action plan with the following details:

- A concise description of the task.
- The name of the person responsible for the task.
- A suggested due date for each task.
- A single-sentence summary of the main outcome of the meeting.

**Your Result:** Within seconds, the AI will provide a structured action plan. You can then quickly review it, make any necessary edits, and share it with your team. This saves you from hours of manual work and ensures everyone is on the same page.

Attach to your email or you can upload it to the calendar meet so that everyone is then able to view it and save yourself hours processing and rewriting the email minutes and notes from each meeting.