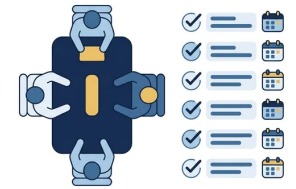


AI Tools Field Guide Not affiliated with OpenAI, Google, xAI or Anthropic; your organization's rules come first.

Paste the rough notes. Ask for decisions, owners by billet and due dates, then a follow-up email you can actually send.



Set it up

- **Billets, not names.** Write LPO, TRAINO, MED REP. The list mapping billet to person stays on your desk.
- **Paste what you actually have.** Rough notes, a photo of the whiteboard, or a transcript your command keeps.
- **Nothing about a person's record.** Pay, medical, legal and disciplinary items come out before you paste.
- **Try the ready-made agent first.** Gemini's Agents page may list a Meeting Summarizer published for your organization.

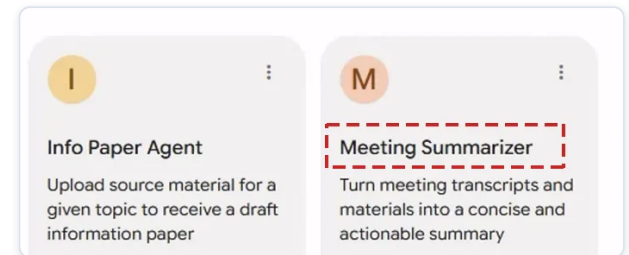
Work it in four passes

- 1 **Start on the fast tier.** Flash GPT 5.4 Grok Fast A page of notes is seconds of work.
- 2 **Ask for four lists, not a summary.** Decisions made, taskers, open questions, and the items needing a decision above you.
- 3 **Make it mark the gaps.** Any tasker with no owner or no date comes back marked CONFIRM instead of invented.
- 4 **Then ask for the email.** A follow-up to the attendees under 200 words, taskers numbered.

Say it like this

PROMPT TO COPY

Turn the notes below into four lists: decisions made, taskers with the owning billet and the due date, open questions, and items needing a decision above this shop. Use only what the notes say. Write CONFIRM where an owner or date is missing; do not invent one. Then draft a follow-up email under 200 words.



The Meeting Summarizer, ready on the Agents page.

TAKE AWAY

A page of notes becomes decisions, owners and dates in a minute. You put the names back on the billets, confirm the dates, and send the email.