

Meeting Notes and Action Items Template with ChatGPT

Use these pages to capture a meeting clearly, record decisions, assign actions and prepare follow-up. The prompts on pages 3 and 4 can help organise non-confidential notes. Keep confidential meeting content out of ChatGPT.

Meeting details

Meeting or project: _____
Date: _____ Time: _____
Location or platform: _____

Facilitator: _____
Note-taker: _____
Purpose: _____

Attendees and apologies

Attendees: _____

Apologies: _____

Agenda and notes

Topic, lead and notes or outcome. Add rows if you need more space.

1. Topic: _____	Lead: _____	Notes or outcome: _____
2. Topic: _____	Lead: _____	Notes or outcome: _____
3. Topic: _____	Lead: _____	Notes or outcome: _____
4. Topic: _____	Lead: _____	Notes or outcome: _____

Key discussion notes

What Is ChatGPT, whatischatgpt.co.uk. A free, independent plain-English guide to ChatGPT, not affiliated with OpenAI.

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Decisions and actions

Record what was agreed separately from what someone needs to do. Use a named owner, a clear due date and a status that you update as work progresses.

Decision log

Decision, reason or condition, and who confirmed it.

01 Decision: _____
Reason or condition: _____
02 Decision: _____
Reason or condition: _____

Action tracker

Write one action per row. Make the action specific enough to check as complete.

ACTION	OWNER	DUE DATE	STATUS
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____

Open questions and follow-up

Open question or dependency: _____

Follow-up owner: _____
Next meeting date: _____
Message or material to send: _____

Before closing: confirm owners and dates, mark items needing clarification, and share only after the notes have been reviewed.

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Prompts for clear meeting records

Replace every bracketed placeholder with information you are permitted to share. Use anonymised, non-confidential notes only. Ask ChatGPT to flag gaps instead of filling them in.

01 Turn rough notes into minutes

Turn these non-confidential rough notes into concise meeting minutes. Organise them under purpose, topics discussed, decisions and actions. Keep the meaning, do not add facts, and mark unclear points as [needs confirmation]. Notes: [paste anonymised notes].

02 Extract actions only

From these non-confidential notes, list only explicit actions in a table with action, owner, due date and status. Use [not stated] where the notes give no owner or date. Do not turn suggestions into commitments. Notes: [paste anonymised notes].

03 Build a decision register

Identify decisions that are explicitly recorded in these non-confidential notes. For each, give the decision, any stated reason or condition, and the person or group that confirmed it. Separate decided items from open questions. Notes: [paste anonymised notes].

04 Draft an agenda from goals

Create a [duration]-minute agenda for a meeting about [topic]. The intended outcomes are [outcomes]. Suggest topic order, a time allocation for each item, and a question to resolve. Do not assume attendees or decisions. Leave unknown details as [to confirm].

05 Write a follow-up email

Draft a concise follow-up email to [audience] after [meeting name]. Include these confirmed decisions: [decisions], these actions with owners and due dates: [actions], and this next step: [follow-up]. Use a clear, courteous tone. Do not invent details. Flag anything missing for me to check.

06 Separate facts from uncertainty

Review these non-confidential notes and sort statements into confirmed points, proposals, questions and unclear details. Quote or closely preserve the original wording for uncertain items. Do not resolve ambiguity yourself. Notes: [paste anonymised notes].

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Prompts for useful next steps

These prompts handle different follow-up tasks. Check the output against your notes, and treat generated wording as a draft for you to review.

07 Create a short readout

Summarise these non-confidential meeting notes for [audience] in no more than [word count] words. Include purpose, key discussion, confirmed decisions and the next step. Keep important caveats. Do not add facts or present proposals as decisions. Notes: [paste anonymised notes].

08 Check action wording

Review this action list for clarity. For each item, identify the deliverable, owner, due date and any dependency. Do not guess missing details. Rewrite only when the meaning is clear, and list questions for the meeting chair. Actions: [paste non-confidential action list].

09 Draft a reminder for action owners

Write a polite reminder to [recipient] about [action] due on [date]. Refer only to these details: [approved context]. Ask for a progress update or a revised date. Keep the message neutral and concise, and do not imply that the recipient has missed a deadline unless I have confirmed that.

10 Plan the next meeting

Suggest an agenda for the next [duration]-minute meeting, based only on these open questions, dependencies and unfinished actions: [items]. Group related topics, propose an order and note the intended outcome for each. Mark any assumptions as [assumption to confirm].

11 Find gaps before sharing

Check these draft minutes against the source notes I provide. List possible omissions, contradictions, unclear owners, missing dates and statements that sound more certain than the notes. Do not silently correct them. Draft minutes: [draft]. Source notes: [anonymised notes].

12 Adapt notes for a different audience

Reformat these approved, non-confidential minutes for [audience]. Keep the decisions, actions, owners and dates unchanged. Use [format, for example a brief email or a one-page update]. Do not remove caveats, add background or introduce new commitments. Flag anything that may need approval before sharing: [minutes].

Check before you use it

Never enter personal or confidential data into ChatGPT, including client, patient, staff or customer data. Do not paste confidential meeting content into ChatGPT.

Verify facts, figures and citations independently. Review minutes before sharing, and correct errors or remove anything that should not be included.

For current information about ChatGPT, check help.openai.com.