

Personal Meeting Notes Prompt Builder

Build a reusable prompt for **your** meeting notes: what you need to remember, decide, or follow up on, in a format you will actually use.

Works with any AI chat tool and any transcript source. Typical flow: get a transcript after the meeting -> paste it into a fresh chat with your saved prompt -> review and edit.

Follow your organization's rules for AI and meeting data. Do not paste employee PII, confidential HR cases, or material you are not allowed to put in your AI tool. If you share notes with others, say when AI helped create them.

1. Build your prompt (~10 minutes)

Open a fresh chat. Paste this:

I want to build a reusable prompt for turning meeting transcripts into personal meeting notes I will actually use.

Act as an expert prompt builder for an HR professional. Interview me one question at a time until you understand my meetings, my audience, and what "good notes" means for me. Then write one reusable prompt I can paste into a new chat whenever I have a transcript.

Ask about whatever you need. At minimum, cover: meeting types, who the notes are for, what I need the notes to help me do, preferred format, what I will paste in (transcript, agenda, rough notes), and any sharing or confidentiality boundaries.

Keep questions practical. Do not write the final prompt until we have talked through my preferences.

Answer a few questions (most people need about five), then:

Based on our conversation, write my personalized meeting-notes prompt. Make it ready to copy and paste into a new chat with a transcript. Use only what we discussed. Add short placeholders only where something is still missing.

Save the result in your Personal AI Toolkit. **Build Your Personal AI Toolkit** shows how to organize prompts, sidekicks, and workflows you reuse.

2. Get a transcript

Use whatever your org allows: Otter, Fireflies, Zoom, Teams, Google Meet, or your own notes. Export or copy text soon after the meeting while context is still fresh.

Mastermind live sessions: WL publishes official session recaps in Disco. This guide is for your personal notes, not a substitute for those.

3. Run your prompt

1. Open a **new chat**.
2. Paste your **saved prompt**.
3. Add the meeting topic in one line.
4. Paste the **transcript** (and agenda or rough notes if you have them).

Example:

[paste your saved prompt]

Meeting: Q3 headcount planning

Transcript: [paste here]

My notes (optional):

- budget freeze mentioned
- What did they say about how the Q2 goal is changing?
- need action items with owners

Review the output. You own what you keep, edit, or share.

If the result was close but not right, ask the AI to update your **reusable prompt** for next time, not just fix this one meeting.

Want to go deeper?

Instructions in your live notes. While the meeting is live, jot short questions or directions for your meeting-notes AI alongside your bullets. Paste them with the transcript so the model knows what to hunt for.

Examples to drop in `My notes` :

- What did they say about how the Q2 goal is changing?
- Did anyone raise concerns about using AI on employee data? Quote them briefly if yes.

Rough notes take priority – Paste after your saved prompt: "Also use my rough notes below. Prioritize them when they clarify intent or next steps."

Follow-up email – Paste after your saved prompt: "Turn this into a short follow-up email with decisions, actions, and open questions."

Keep improving

Note one fix after each use (length, headings, action format). Version the prompt in your toolkit when you change it.

Build Your Personal AI Toolkit is the companion guide for organizing the prompts and workflows you reuse. That guide and many others in the AI for HR Mastermind library are available to **free members**. Join at members.aiforhrmastermind.com.

Guide by Jonathan and Neil at [Workplace Labs](https://workplacelabs.com) where we teach people how to leverage AI more effectively in their work through mindsets, frameworks, and practical applications.