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Meeting over – what were the key points again?

One Prompt. The Meeting, Summarized.



BECHTLE SWITZERLAND · IN COLLABORATION WITH MICROSOFT · 2026

Capture the Most Important Meeting Content

After a Teams meeting, a great deal of information often remains: decisions, tasks, open questions, deadlines, and next steps. Instead of revisiting your own notes or trying to reconstruct the entire discussion from memory, Copilot can use the meeting transcript to create a structured summary of the most important outcomes for you.

1

The Challenge

The meeting is over. I want a clear overview of the key outcomes and an understanding of what was agreed and which points remain open.

During the discussion, topics shift, ideas evolve, and statements may later be revised. What was actually decided? Which tasks were agreed upon? And which proposals are still under discussion?

2

The Goal

A concise, easy-to-follow summary of the entire meeting, with a clear distinction between decisions, agreed actions, proposals, and open questions.

3

Your Prompt

> *"Analyze the transcript of this Teams meeting and provide a structured summary of the key discussion points. Show what was decided, which actions were agreed upon, and which items remain open."*



This sentence merely serves as the introduction. To ensure Copilot distinguishes decisions from discussion points and highlights missing information, the prompt should also include key instructions and the desired response structure. **You can find the complete prompt on page 5 for direct copy-and-paste use.**

Making the Prompt Precise

Rules for a Traceable Summary. Include these instructions in the prompt. They help Copilot base the results on verifiable statements from the meeting.

- Use only the provided meeting transcript. Do not add information from any other sources.
- Do not invent facts, decisions, tasks, responsibilities, or deadlines.
- Clearly distinguish decisions, proposals, and open questions. The absence of objection does not automatically mean agreement.
- List only actions that were explicitly agreed upon or committed to as tasks. Assign owners only when responsibility is clearly stated.
- Mark missing information as "Not mentioned" and contradictory or ambiguous information as "Unclear."
- Retain relative deadlines in their original wording. Only add a specific date if it can be determined without doubt.
- Take explicit corrections and the latest confirmed position into account. Support key statements with references to where they appear in the transcript.
- Identify missing or clearly incomplete transcripts and do not invent any content.

What Copilot Should Pay Particular Attention To

- Key topics, findings, and differing viewpoints.
- Explicit decisions, including any conditions and reservations.
- Agreed tasks, expected outcomes, and next steps.
- Named owners, deadlines, and dependencies.
- Open questions, proposals that were not approved, and identified risks and blockers.

Provide the transcript of the meeting you would like to analyze. For relative time references such as "next Friday", having the meeting date clearly identified is helpful. Verify important decisions and action items using the referenced locations in the transcript.

From Conversation to Clear Insights

Tell Copilot what the outcome should look like. This helps you get a concise summary with clearly traceable results and open points.

1. **The Most Important Things at a Glance**
   A maximum of five points highlighting the key outcomes. Decisions, discussion points, and open items remain clearly distinguished.

2. **Key Topics and Outcomes**
   What was discussed, which findings and viewpoints were expressed, and what conclusions were reached? Organize the information by topic rather than recounting the discussion chronologically.

3. **Decisions Made**
   A table showing the decision, the stated rationale, any conditions or reservations, and the source reference. Include only decisions that were explicitly made.

4. **Agreed Tasks and Next Steps**
   A table showing the task, expected outcome, responsible person, stated deadline, dependencies, and source reference. Missing information should remain visible.

5. **Open Questions and Proposals Not Yet Approved**
   Outstanding clarifications and decisions, separated from proposals or options that have not been approved. Include any responsibilities and deadlines that have already been discussed.

6. **Important Dates, Risks, and Areas Requiring Clarification**
   Additional milestones, explicitly identified risks and blockers, as well as relevant contradictions. Any inferred clarification questions should be clearly labeled as such.



Use this overview for a shared review of the meeting outcomes. Clarify any ambiguous decisions and responsibilities with the participants.
You can find the complete prompt on the next page.

Your Complete Prompt

Simply copy and use it in Microsoft 365 Copilot together with the transcript of the desired Teams meeting.




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Analyze the transcript of this Teams meeting. Create a concise, traceable summary: What were the key discussion points, what decisions were made, what actions need to be taken, and what remains open?

Important Instructions:
Use only the meeting transcript. Do not add any external knowledge or content from other meetings, chats, or documents.

Do not invent facts, decisions, tasks, responsibilities, deadlines, or relationships.

Separate explicit decisions from proposals, options, and open questions. A discussed possibility or lack of objection does not constitute a decision.

Include only actions that were explicitly agreed upon or committed to as tasks. Assign responsibility only when it is clearly stated.

Mark missing information as "Not mentioned" and ambiguous or contradictory information as "Unclear." Do not resolve ambiguities through assumptions.

Retain relative deadlines such as "by next Friday" exactly as stated. Add a specific date only if it can be determined without doubt based on a clearly known meeting date.

Take explicit corrections and later changes into account. Report the latest confirmed position and note any relevant changes.

Support decisions, tasks, and key statements with timestamps and, where clearly identifiable, speaker names. If timestamps are unavailable, use short excerpts from the transcript as references. Do not invent source references.

Group related topics together and remove repetitions, greetings, and small talk.

If the transcript is missing or unreadable, ask for a usable transcript. If it is clearly incomplete, state the limitation and evaluate only the available content.


Structure the summary as follows:
1. The Most Important Things at a Glance
   Maximum of five brief points covering the key outcomes. For each point, indicate whether it is a decision, a discussion status, or an open item.

2. Key Topics and Outcomes
   For each topic, summarize what was discussed, which insights, arguments, or differing positions were mentioned, and what status was reached. Organize by topic, not chronologically.

3. Decisions Made
   Table: "Decision", "Stated rationale", "Conditions or reservations", "Reference". Include only explicit decisions. Otherwise: "No explicit decisions identifiable in the transcript."

4. Agreed Actions and Next Steps
   Table: "Action / next step", "Expected outcome", "Responsible person", "Stated deadline", "Dependencies", "Reference". Include only actions that were agreed upon or explicitly committed to. Clearly mark missing responsibilities and deadlines. If no actions were agreed upon, state this clearly.

5. Open Questions and Proposals Not Yet Approved
   Separate into two groups:
   - Open questions and pending decisions
   - Proposals or options without a decision
   For each, state the open item, the reference, and, only if discussed, the planned clarification, responsible person, and deadline.

6. Important Dates, Risks, and Areas Requiring Clarification
   List any additional explicitly mentioned dates and milestones that are not already included in the action list, discussed risks and blockers, as well as relevant contradictions or ambiguities. Also identify any questions derived from these points and label them as "Derived Clarification Question". Do not present them as having already been discussed during the meeting.


Response in English:
Write in English, using a factual, concise, and clear style. Retain names, product names, and technical terms. Avoid repetition between sections; the executive summary may condense the most important outcomes. If a section contains no verifiable content, note this briefly. Keep the summary as short as possible without omitting essential decisions, agreed actions, or open items.
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One prompt. One shared Overview.

What else could Copilot do for you?
Use Microsoft 365 Copilot to systematically follow up on meetings, document outcomes in a traceable way, and resolve open issues efficiently.

We show you how to integrate Copilot effectively into your processes and unlock the full potential of Microsoft 365.

SCHEDULE A CONSULTATION

Your Bechtle Team