

MEET **Intermediate** 25 MIN · UPDATED 2026-09-30

Build a meeting agenda, decision log and follow-ups automatically.

Let the Facilitator agent turn a live Teams meeting into a structured agenda, decision log and follow-up list instead of a raw transcript.

MICROSOFT 365

Teams

WORKS WITH

Copilot

Business Outcome

Meetings produce a reusable record of what was decided and who owns what, instead of a transcript nobody rereads.

Workflow Steps

Step 1: Turn on the Facilitator agent before the meeting

Teams

Enable the Facilitator agent when you schedule or start the Teams meeting. It listens live and organizes the conversation into sections as the meeting runs, rather than producing one flat transcript afterward.

Step 2: Let it structure the discussion in real time

Teams

During the meeting, the agent groups discussion into topics, flags decisions as they're made, and notes open questions. Glance at it mid-meeting if a decision feels ambiguous and ask the group to state it explicitly.

Step 3: Generate the decision log and follow-ups

Copilot

After the meeting ends, open Copilot in the meeting recap and ask it to turn the Facilitator agent's structured notes into the three sections below — doing this immediately while context is fresh makes it easier to spot a miscategorized item in step 4 than coming back to it the next day.

PROMPT

From this meeting, produce three sections: a decision log with each decision and who made the call, an action item list with owner and due date, and any open questions we didn't resolve.

Step 4: Verify and assign owners

Teams

Go through the action item list against the actual meeting attendee list — a name the agent inferred from context ("the person who raised the concern") isn't the same as someone who explicitly agreed to own it.

Add a specific due date to every item before sharing it; an action item without one tends to quietly never get done.

Step 5: Post the record to the meeting chat

Teams

Share the finished agenda, decision log and follow-ups in the Teams meeting chat so absent stakeholders can review it without watching the recording.

✅ Check the work

- Confirm every logged decision was actually stated in the meeting, not assumed from context.
- Verify owners and due dates against attendee names — don't let the agent guess who's responsible.
- Check that disagreements or unresolved points are recorded as open, not silently resolved.



Expected Outcome

A structured meeting record – agenda, decision log, and owned follow-ups – posted to the meeting chat.

Want help rolling this out across your team? **Go to Liminals.Tech** ■