

AUTOMATE **Advanced** 45 MIN · UPDATED 2026-09-30

Build a Teams channel agent that drafts weekly status reports.

Build an agent that compiles a Teams channel's conversations and linked meetings into a stakeholder-ready weekly update.

MICROSOFT 365

Teams

WORKS WITH

Copilot

Business Outcome

A consistently produced weekly update for stakeholders without someone manually re-reading a week of channel activity.

Workflow Steps

Step 1: Scope the agent to the right channel and time window

Teams

Point the agent at the specific project channel (and any linked meeting recordings/transcripts) and define the reporting window as exactly one week, so it doesn't blend in older, already-reported activity.

Step 2: Define the report structure

Copilot

Specify the sections you want — decisions made, blockers raised, progress against milestones, items needing stakeholder input — so the agent organizes the channel's raw activity into something scannable rather than a chronological recap.

PROMPT

Summarize this week's activity in the #project-atlas channel and its linked meetings into a status update: decisions made, current blockers, progress against the milestone list, and anything needing a stakeholder decision.

Step 3: Route the draft to the project lead before it goes out

Teams

The agent produces a draft; the project lead reviews for accuracy and tone before it reaches stakeholders, especially around anything described as a blocker or risk.

Step 4: Keep the milestone list current

Teams

Pin an up-to-date milestone list as a tab or file in the channel itself, and update it the moment a milestone shifts.

If the agent is reading last month's targets, "progress against milestones" in the report will be comparing today's work against a plan that's already changed, which reads as either suspiciously ahead or behind schedule for the wrong reason.

✓ Check the work

- Compare the drafted "decisions made" against the actual channel messages to confirm nothing was mischaracterized as decided when it was still under discussion.
- Confirm blockers listed are still open at the time the report goes out, not already resolved mid-week.
- Check that no unrelated side conversation in the channel got mistaken for project-relevant content.

Expected Outcome

A drafted weekly status update summarizing decisions, blockers, and progress from the channel's activity, ready for a lead's review before sending.

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