

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

Build a weekly meeting prep briefing across your calendar.

Pull Outlook, Teams, OneDrive and SharePoint into one prioritized briefing that gets you ready for a full week of meetings in one pass.

MICROSOFT 365

Outlook

Teams

OneDrive

SharePoint

WORKS WITH

Copilot

Business Outcome

A week of scattered meeting prep becomes one prioritized briefing, cutting the time spent hunting for context before each call.

Workflow Steps

Step 1: Gather the week's meeting list

Outlook

Switch your calendar to week view and go through each meeting noting three things: whether it has an agenda or attached documents, whether it's a recurring series with prior context, or whether it's ad hoc with nothing to go on – that distinction is what step 2's prompt needs to prioritize correctly.

Step 2: Run the weekly prep prompt

Copilot

Ask Copilot to sweep Outlook, Teams, OneDrive and SharePoint for anything tied to each meeting – related emails, past meeting notes, and linked files.

PROMPT

Build a prep briefing for my meetings this week. For each one, rank it by priority based on attendees and stakes, summarize the relevant emails and files from the last two weeks, and list open action items I owe someone before I walk in.

Step 3: Review the priority ranking

Copilot

Check that the ranking matches your own read of what actually matters this week – a recurring status call shouldn't outrank a meeting with a client who's escalated an issue.

Step 4: Spot-check the per-meeting summaries

OneDrive and SharePoint

Open the source documents for your two or three highest-priority meetings and confirm the summary reflects what's actually in them before you rely on it in the room.

Step 5: Save the briefing where you'll actually see it

OneDrive

Save the finished timeline to OneDrive and pin it, or drop it into Monday's daily note, so it's in front of you before each meeting rather than buried in a chat thread.

✓ Check the work

- Confirm the priority ranking reflects real stakes, not just meeting length or attendee count.
- Verify at least your top few briefs against their source emails and files.
- Check that action items you already completed aren't showing up as still outstanding.



Expected Outcome

A visual weekly timeline ranking your meetings by priority, each with a short brief and linked source files.

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