

MEET **Intermediate** 20 MIN · UPDATED 2026-09-30

Compare project velocity across months of meeting notes.

Ask Copilot to scan a notebook's meeting history and identify recurring issues and pace changes over time.

MICROSOFT 365

OneNote

WORKS WITH

Copilot

Business Outcome

Slipping pace and recurring blockers surface early, before they show up as a missed deadline in a status report.

Workflow Steps

Step 1: Confirm the notebook covers enough history

OneNote

Check that the notebook has meeting notes spanning at least two or three months — a single month of notes won't show a meaningful trend.

Step 2: Ask for the velocity comparison

Copilot

Open Copilot Notebooks against the project's full notebook (not just the most recent section) and ask it to compare across the specific date range you confirmed in step 1, explicitly requesting it cite which meetings back each claim.

Without that instruction it tends to produce a plausible-sounding summary you can't actually trace.

PROMPT

Compare our meeting notes from the last three months. What issues keep recurring across multiple meetings, and is our pace on open items improving, flat, or slowing? Cite which meetings support each conclusion.

Step 3: Trace each claim back to its source meetings

OneNote

For every recurring issue or pace claim, open the specific meeting notes it cites and confirm the pattern actually holds – a theme mentioned once shouldn't count as "recurring."

Step 4: Turn confirmed findings into a short trend note

OneNote

Write up the confirmed recurring issues and pace assessment as a short note at the top of the notebook, so the next status update can reference it directly.

✓ Check the work

- Verify each "recurring" issue actually appears in more than one meeting's notes.
- Check that the pace assessment is based on completed items, not just items discussed.
- Confirm no meeting outside the requested date range was pulled into the comparison.



Expected Outcome

A short trend report listing recurring issues and whether project pace is improving, flat, or slowing.

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