

MEET

Beginner

5 MIN

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Customize how Copilot formats your meeting recap.

Prompt Copilot to shape a meeting recap to match how you actually work instead of accepting the default format every time.

MICROSOFT 365

Teams

WORKS WITH

Copilot

Business Outcome

Meeting recaps people actually read, formatted the way they actually use them.

Workflow Steps

Step 1: Decide what format actually works for how you review recaps

Teams

Think about how you actually scan a recap today — do you jump straight to the action items, or do you need the narrative context to remember why a decision was made? Pin down that preference (a strict decisions-and-actions list vs. a narrative summary with sections) before you prompt, since a vague "make it better organized" request just gets you a different generic default.

Step 2: Prompt Copilot to shape the recap to that format

Copilot in Teams

Ask directly for the structure you want instead of accepting a preset you then have to mentally reformat every time.

PROMPT

Format this meeting's recap as: decisions made, open questions, and action items with owners — skip the narrative summary.

Step 3: Check that visual references came through

Teams

If the meeting included shared slides or screens, confirm the recap includes the relevant visual references, not just a text description.

Step 4: Save your preferred format as a standing instruction if it's available

Teams

If you find yourself requesting the same format every time, see whether it can be set as your default rather than re-specifying it per meeting.

✓ Check the work

- The recap's structure actually matches what you asked for.
- Visual references from the meeting are included where relevant.
- Nothing material from the meeting was lost in reformatting.

Expected Outcome

A meeting recap in the format you specified, with visual references included where relevant.

Want help rolling this out across your team? [Go to Liminals.Tech](#) ■