

MEET **Intermediate** 15 MIN · UPDATED 2026-09-30

Attach a meeting's full record to a project notebook.

Link a Teams meeting's transcript, notes, chat and files directly into a OneNote Copilot Notebook so the project history stays in one place.

MICROSOFT 365

Teams

OneNote

WORKS WITH

Copilot

Business Outcome

Project context stops living in scattered Teams threads and becomes a searchable notebook anyone on the project can query.

Workflow Steps

Step 1: Open the project's Copilot Notebook

OneNote

Go to the OneNote notebook you're already using to track the project, and open its Meetings as References section (or create one if this is the first meeting you're linking).

Step 2: Attach the meeting record

OneNote

Link the Teams meeting to the notebook. This pulls in the full transcript, meeting notes, chat messages, and any files shared during the call — not just a summary.

Step 3: Ask the notebook to fold it into the project context

Copilot

Ask specifically for what's new since the last linked meeting and for any contradiction with earlier recorded decisions, rather than a generic "summarize this meeting" — the value of attaching it to an existing notebook is exactly this kind of cross-reference, which a standalone meeting summary wouldn't surface.

PROMPT

This meeting is now part of the project notebook. Summarize what's new since the last meeting we linked, and flag anything that contradicts an earlier decision in the notebook.

Step 4: Reconcile any flagged contradictions

OneNote

If Copilot flags a conflict with an earlier decision, check both meetings' records before deciding which one stands — don't let the notebook silently overwrite prior context.

✅ Check the work

- Confirm the transcript and files attached actually belong to this meeting, not a similarly-named one.
- Verify any "contradiction" the AI flags is real by rereading both source meetings.
- Check that the notebook's running summary still reads coherently after the new link is added.

Expected Outcome

A OneNote Copilot Notebook with the meeting's transcript, chat and files attached as a referenced source.

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