

MEET **Beginner** 10 MIN · UPDATED 2026-09-30

Summarize weekly meeting notes into decisions and themes.

Turn a messy section of raw OneNote meeting notes into a short summary of what was decided and why.

MICROSOFT 365

OneNote

WORKS WITH

ChatGPT

Claude

Copilot

Business Outcome

Anyone catching up on a missed meeting gets the decisions and reasoning in under a minute instead of reading raw notes.

Workflow Steps

Step 1: Select the section to summarize

OneNote

Open the OneNote page with this week's raw meeting notes and select the section covering the meeting you want summarized.

Step 2: Ask Copilot to extract decisions and themes

[Copilot](#)[ChatGPT](#)[Claude](#)

Paste the selected section in full, including the messy parts, rather than cleaning it up yourself first — ask explicitly for what was decided versus what was merely discussed, since that's the one distinction worth getting right in an otherwise quick task.

PROMPT

Summarize this section into what was decided, why, and any recurring themes across the notes. Keep it to a short paragraph plus a bulleted list of decisions.

Step 3: Check the summary against the raw notes

[OneNote](#)

Read the summary next to the original notes. Confirm each listed decision was actually made in the meeting and not just discussed as an option.

Step 4: Drop the summary at the top of the page

[OneNote](#)

Paste the confirmed summary above the raw notes so anyone skimming the page gets the outcome first, with the detail still available below.

✓ Check the work

- Confirm every decision in the summary traces back to an explicit statement in the notes.
- Watch for the AI treating a proposed idea as a finalized decision — flag and fix it if it did.
- Check that the "why" behind each decision matches the actual reasoning discussed, not a plausible-sounding guess.

Expected Outcome

A short summary block added to the notebook page listing what was decided and the reasoning behind it.



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