

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

Turn a Teams meeting into actions.

Convert a raw Teams transcript into assigned tasks in Planner.

MICROSOFT 365

Teams

Planner

Power Automate

WORKS WITH

ChatGPT

Claude

Copilot

Business Outcome

A populated Microsoft Planner board based on meeting agreements.

Workflow Steps

Step 1: Get transcript

Teams

Open the meeting's recap in Teams and download the full transcript (the "... " menu on the recording/transcript) rather than relying on the auto-generated recap's own summary — the raw transcript preserves the exact wording needed to catch an action item buried mid-conversation.

Step 2: Extract action items

Copilot

ChatGPT

Claude

Paste the full transcript in and ask for a structured table rather than prose — a Task/Owner/Deadline format is what lets you copy rows straight into Planner in step 4 instead of re-parsing a paragraph summary by hand.

****Prompt:****

> Extract all action items from this transcript. Format as a table with columns: Task, Owner, Deadline.

Step 3: Confirm owners and deadlines

Teams

Check each action against the transcript. Resolve ambiguous owners or dates with the meeting organizer instead of guessing.

Step 4: Create Planner tasks

Planner

Create one Planner task for each confirmed action. Add an owner, due date, and enough context to make the task understandable without the transcript.

Step 5: Share the follow-up

Teams

Post the Planner link in the Teams meeting channel and call out any actions that still need an owner or deadline.

✓ Check the work

- Each task maps to an explicit commitment in the transcript.
- Owners and due dates are confirmed, not inferred.
- No action item appears twice in Planner.

Expected Outcome

Tasks assigned to specific individuals with due dates.

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