



Create Teams Meeting Notes using Copilot in Stream

Quick Reference Guide

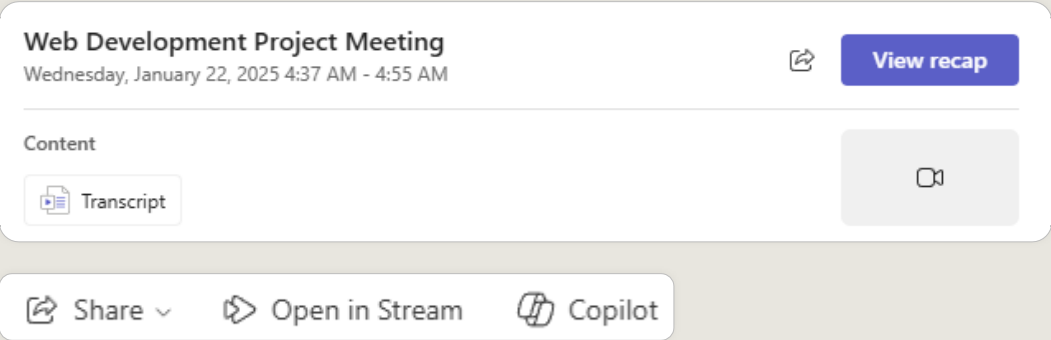


Create Teams Meeting Notes using Copilot in Stream

Turning Teams meeting transcripts into polished summaries just got easier. With Microsoft Copilot in Stream, you can quickly create professional notes, action items, and recaps from any recorded meeting. Just open the recording in Stream, access the transcript, and start using Copilot prompts like **“Recap this meeting”** or **“List the action items.”** Want more structure? Use the GCSE framework—Goal, Context, Source, Expectations—to guide Copilot for tailored results. You can even copy summaries into Word or OneNote for easy editing and sharing. Try Copilot in Stream today and transform your transcripts into clear, actionable content—fast!

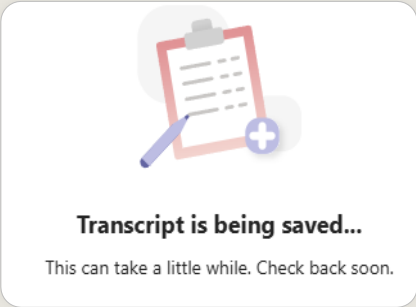
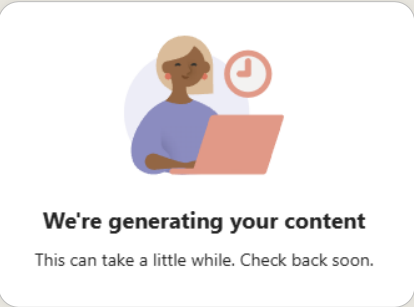
Locate Recording

Your meeting recording will be in your Teams chat.
Select View recap and then select Open in Stream.



Generating Recording

You may see this notation that the transcript is being generated or that it is being saved.



Create Teams Meeting Notes in Stream

Quick Reference Guide

Use Copilot to:

- Recap this meeting.
- List the action items.
- Show me the parts where...
- List questions asked and who asked them.
- Summarise the meeting using bullet points.

Export the Results

Copy the Copilot output.

Paste into Word or OneNote to format, edit to share as needed.

