

CATCH UP

Turn raw notes into something sendable

Your meeting notes are a mess. Can you turn them into an update people will read?

You've got a page of scrappy notes from a meeting. Rather than rewriting them by hand, use Copilot to shape them into a short update your stakeholders can act on.

1

Try it your way

Use your own notes if you can. See what you naturally ask Copilot.

[Try in Copilot →](#)

2

Need a cue?

Start with the outcome you need:

[Key takeaways](#)
[Decisions](#)
[Actions](#)

3

Still stuck? Reveal a sample prompt

Have a go first — the sample prompt is on the next page when you want it.

[Reveal sample prompt ↓](#)

4

Did you get something useful?

- ☐ The key points are captured
- ☐ Decisions and actions are clear
- ☐ Nothing important from the notes is missing
- ☐ I'd be comfortable sending this

5

Take it one step further

Ask Copilot: "Who else needs to know about this, and how should I adapt the message for them?"

Need a little help?



[Watch a quick video](#)
(3 mins)



[See a worked example](#)



[Take the learning path on ASN](#)

🏆 Top tips

- ✓ Use your own work if you can.
- ✓ Be specific about the output you need.
- ✓ Iterate — your first prompt doesn't have to be perfect.
- ✓ Check the result — would you actually use it?

Your notes — what worked, what you'd change

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Sample prompt

Turn raw notes into something sendable

“ Turn these notes into a concise stakeholder update. Organise it into key takeaways, decisions and actions. Keep the language direct and easy to scan.

Select the text above and copy it into Copilot.

Why this works

- ✓ It gives Copilot a clear shape to fill, so the update is structured.
- ✓ It names the reader — stakeholders — so the tone fits.
- ✓ It asks for scannable language, which is what busy people actually read.

[Try it in Copilot →](#)[← Back to the challenge](#)

CATCH UP

Worked example

Illustrative example — names and details are fictional

The situation

You've just left a 45-minute planning meeting for the Fabrikam website refresh. Your notes are half-sentences, arrows and initials, and three people are waiting for a summary.

What Copilot returned

 Copilot

Here's a stakeholder update based on your meeting notes.

KEY TAKEAWAYS

- The refresh scope is confirmed: home page, product pages and search.
- Accessibility fixes move into phase one rather than phase two.

DECISIONS

- Launch stays on 14 November.
- The design team will use the existing component library.

ACTIONS

- Aisha to share the final sitemap by Wednesday.
- Tom to book user testing for the week of 20 October.
- Confirm the content freeze date — owner not stated.

What to check

- ✓ Accuracy: check every decision against your notes — did the meeting really agree it?
- ✓ Gaps: Copilot flagged the content freeze as unowned instead of inventing an owner.
- ✓ Sendability: would you send this as-is? If not, ask Copilot to shorten or adjust the tone.

[← Back to the challenge](#)