PREPARE

Prepare for a meeting

You've been sent the invite and a pile of pre-reading. Can you get ready in ten minutes?

You're due in a meeting with a long thread of pre-reading. Use Copilot to summarise the context, likely discussion points and the questions you should bring.

1 Try it your way

Use a real conversation if you can. See what you naturally ask Copilot.

Try in Copilot →

2 Need a cue?

Start with the outcome you need:

Pre-reading | Discussion points | Agenda

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 context is clear
- [ ] I know the likely discussion points
- [ ] I have useful questions to raise
- [ ] There's a sensible agenda

5 Take it one step further

Ask Copilot: “How could I make better use of this meeting's time?”

Your notes — what worked, what you'd change

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?

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Sample prompt

Prepare for a meeting

> Prepare me for this meeting. Summarise the key context from the invite and attachments, likely discussion points, questions I should ask and a recommended agenda.

Select the text above and copy it into Copilot.

Why this works

- It points Copilot at the invite and its attachments — the real source.
- It anticipates discussion, so you aren't caught off guard.
- It proposes an agenda, which most meetings badly need.

Try it in Copilot →

← Back to the challenge

PREPARE

Worked example

Illustrative example — names and details are fictional

The situation

You've been invited to Thursday's budget planning meeting for the Fourth Coffee events team. The invite has three attachments and no agenda.

What Copilot returned

Copilot

Here's your briefing for Thursday's budget planning meeting.

KEY CONTEXT

- The events budget is 15% lower than last year.
- Two spring events are already contracted and can't move.

LIKELY DISCUSSION

- Whether to cut the autumn roadshow or reduce its size.
- Moving one event to a virtual format.

SUGGESTED AGENDA

- Confirm fixed costs (10 min).
- Options for the autumn roadshow (20 min).
- Agree owners and next steps (10 min).

What to check

- ✓ Attachments: did Copilot use all three? Skim the one it mentions least.
- ✓ Questions: pick the two you most need answered and lead with them.
- ✓ Agenda: share it with the organiser before the meeting — it helps everyone.

← Back to the challenge