



Better Meetings

*No more meetings that go in circles,
the AI helps you decide and follow up.*

10 prompts to prepare the agenda, invite people, clean up the notes, lock the decisions and follow up, from a simple phone.

Free for the SYSTINFO community



GOOD TO KNOW

A meeting, not hot air.

A meeting with no clear goal wastes everyone's time. In 2026, an AI (ChatGPT, Claude, Gemini, Le Chat) helps you before, during and after: it builds the agenda, cleans up your raw notes and pulls out the list of decisions and tasks. It does not attend the meeting, you run it. Three markers before you begin.

- **One goal per meeting**

Say in one sentence what the meeting must produce. With no clear goal, talk spreads out and nothing gets decided.

- **Write, do not memorise**

Jot things down as they come, even messy. The AI tidies later. Memory alone forgets decisions and promises.

- **End with actions**

A useful meeting ends with who does what, by when. With no named task, the best idea leads nowhere.

The right reflex: decide first what the meeting must produce, the rest follows.

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THE METHOD

Five steps, ten prompts.

A useful meeting comes in five steps: prepare the agenda, invite people clearly, capture what is said, lock the decisions and tasks, then follow up. These 10 prompts turn the AI into your meeting assistant, from the first agenda to the follow-up.

Every prompt follows the same recipe: Role, Context, Task, Format. Copy the structure, change the brackets.

01 **Prepare**

· 2 prompts

02 **Invite**

· 2 prompts

03 **Capture**

· 2 prompts

04 **Decide**

· 2 prompts

05 **Follow up**

· 2 prompts



The Clear Goal

PROMPT TO COPY

Role: you are a meeting host who gets straight to the point.

Context: I am gathering [who] for [duration] about [topic].

Task: help me write in one sentence what the meeting must produce.

Format: three possible goal statements, then the sharpest one.

What you get

A clear aim for the whole meeting. A precise goal keeps talk from dragging on.



The Agenda

PROMPT TO COPY

Role: you are an organiser who hates meetings that overrun.

Context: my goal is [goal], I have [duration] and [number] of people.

Task: build a timed agenda, from the most important to the least urgent.

Format: a list of items, with the time planned and the expected outcome for each.

What you get

A realistic run sheet that fits the clock. A timed agenda protects everyone's time.



The Clean Invite

PROMPT TO COPY

Role: you are an assistant who writes short, clear messages.

Context: I am inviting [people] on [date, time] for [goal].

Task: write the invitation, with the agenda and what each person must prepare.

Format: a message ready to send, polite tone, under ten lines.

What you get

An invite understood at a glance. Prepared guests make a fast meeting.



The Right Questions

PROMPT TO COPY

Role: you are a preparer who anticipates the tricky points.

Context: the topic is [topic], the decisions to make are [which ones].

Task: list the key questions to settle it, and the likely objections.

Format: five questions to ask, then for each the objection to expect.

What you get

A meeting that moves instead of circling. The right questions save a whole round of talk.



The Minutes

PROMPT TO COPY

Role: you are a methodical minute-taker.

Context: here are my raw notes taken during the meeting:

[paste your notes].

Task: clean them up, inventing nothing, keeping only what was really said.

Format: clear minutes per agenda item, short sentences.

What you get

Clean minutes from messy notes. Written while fresh, they mirror the meeting faithfully.



The Quick Recap

PROMPT TO COPY

Role: you are a writer who gets to the essentials.

Context: here are the full minutes of the meeting: [paste the minutes].

Task: summarise them for someone who was absent, keeping the most important.

Format: a five-line paragraph, then the three points to remember.

What you get

A recap readable in thirty seconds. Absentees stay in the loop without ten pages.



The Decisions Locked

PROMPT TO COPY

Role: you are a note-taker who hunts for decisions.

Context: here are the minutes of the meeting: [paste the minutes].

Task: spot every decision made, and separate it from ideas left open.

Format: a list of locked decisions, one line each, no comment.

What you get

A clear list of what was decided. In black and white, a decision is not re-argued.



Who Does What

PROMPT TO COPY

Role: you are a project lead who leaves nothing without an owner.

Context: here are the decisions and exchanges from the meeting: [paste the content].

Task: pull out the task list, each with an owner and a deadline.

Format: a three-column table, task, owner, due date.

What you get

An action plan where each task has a name. No owner, no date, nothing moves after.



The Follow-Up Note

PROMPT TO COPY

Role: you are an assistant who closes each meeting cleanly.

Context: here are the decisions and tasks from the meeting: [paste the list].

Task: write the follow-up note to send the participants right after.

Format: a short message, the recap, the decisions, who does what by when.

What you get

A follow-up sent while it is fresh. A clear note beats a spoken promise soon forgotten.



The Next Step

PROMPT TO COPY

Role: you are a planner already preparing what comes next.

Context: the open tasks are [short reminder], the next meeting aims at [goal].

Task: propose the date, a starting agenda and the points to check before then.

Format: a proposed date, three agenda items, two checks to run.

What you get

The next round already framed, no starting over. A well-closed meeting sets up the next.



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