

Meeting Notes → Actions + SOP Workflow

A repeatable process that turns talk into execution (and builds systems over time).

Workflow (10 minutes after every meeting)

1. Capture notes (even rough).
2. Paste notes into AI using the 'Meeting Notes → Action Plan' prompt.
3. Copy the action table into your task system (or tracker).
4. Identify one repeatable process mentioned in the meeting.
5. Use the SOP prompt to draft a 1–2 page SOP.
6. Store SOP in your Systems folder and train the team.

Meeting note template (quick)

Meeting	Date	Attendees
Wins (what worked)	Issues / blockers	Decisions

Action log (copy/paste)

Task	Owner	Due date	Status	Notes

SOP backlog (build your systems over time)

Process to document	Why it matters	Owner	Due date
