

Turn 60 minutes of meeting noise into a *one-page report* your stakeholders will actually read.

Works in **Copilot**, **Gemini**, and **ChatGPT**. Whichever version your company gave you. No plug-ins. No paid add-ons. Just better prompting.

THE PROBLEM

The AI tools at work give you walls of bullet text and generic summaries that executives ignore. *The tool isn't the problem. The prompt is.*

THE PROMPT

COPY & PASTE

You are my chief of staff. I'm pasting the raw transcript of a project meeting below.

Produce a **ONE-PAGE** executive status report in this exact format:

- **HEADLINE** (one sentence, plain English, no jargon: what happened this week)
- **RAG STATUS** (Green / Amber / Red) with one sentence of why
- **SHIPPED THIS WEEK** (max 3 bullets, each starts with a verb)
- **RISKS & BLOCKERS** (max 3 bullets, each names the risk + who owns it)
- **ASKS** (max 2 bullets, what I need from leadership this week)
- **NEXT WEEK** (max 3 bullets, each starts with a verb)

Rules:

- Total output under 180 words. Count words before responding.
- Plain language only. No "leverage," "synergy," "circle back"
- Lead with outcomes, not activities
- Use "Not discussed" ONLY for items genuinely missing. Re-read the transcript before defaulting to it. Asks and decisions are often buried in the dialogue.

Transcript:
[PASTE TRANSCRIPT HERE]

Reading on screen? Highlight the prompt above and press `Cmd+C` (Mac) or `Ctrl+C` (Windows). On paper, or if your PDF reader blocks selection:

→ One-click copy at aipmweekly.com/issue-01/prompt

HOW TO USE IT

1

Open Copilot, Gemini, or ChatGPT
Use the version your company gave you. No personal accounts, no policy risk.

2

Paste the prompt, then paste your transcript
Works with Teams transcripts, Google Meet transcripts, or any pasted notes. Length doesn't matter.

3

Tighten one line if needed
Usually it's perfect. Sometimes RAG needs a nudge. Ship it.

WHAT YOU GET BACK

EXECUTIVE STATUS REPORT

Platform migration on track for July 18 launch; one risk emerging.

● **Amber** : vendor SLA confirmation slipped two days.

SHIPPED THIS WEEK

- Cut over 4 of 6 production services to the new platform
- Closed security review with InfoSec (zero findings)
- Locked the rollback runbook

ASKS

- Need GC sign-off on vendor SLA by Wed

RISKS & BLOCKERS

- Vendor SLA letter overdue (owner: Legal, escalating to GC today)
- UAT environment intermittent (owner: Platform team)

NEXT WEEK

- Migrate remaining 2 services
- Run executive demo Thursday
- Freeze scope for go/no-go

LEVEL UP · TURN THE REPORT INTO A LEADERSHIP-READY INFOGRAPHIC

1

Feed it back in
In the same chat: "Now turn this status report into a one-page infographic I can drop into a leadership deck."

2

Brand it before you generate
Upload your company logo from your intranet brand page, then paste two brand hex codes. "Use #0F1419 and #80A789. Logo top-left. Sans-serif. No stock illustrations."

3

Ask for a format you can use
Add: "Output as a 16:9 slide-ready image. No fake data. Pull every number from the status report above." Drop it into your deck.

Every AI tool draws differently. Same prompt, different output. Run it twice if the first pass misses.

TESTED IN: Claude Sonnet 4.6 · M365 Copilot (paid) · Perplexity · ChatGPT GPT-5.5 · Gemini 3.5 Flash. Free Copilot caps at 10,240 chars. With Gemini, add "Find the asks in the transcript" if Asks comes back empty.