ZERO TO HERO

Teams + Copilot

Meeting over?
Copilot writes it.

One prompt turns a Teams meeting into a summary, decisions, owners, risks and a follow up email you can send.

WHAT ONE PROMPT GIVES YOU

- A three line summary
- Every decision, and who made it
- Action items: owner, task, due date
- A follow up email, ready to send

Using this meeting's transcript, give me...

01 The exact prompt

02 Before you start

03 Follow up prompts

04 Go deeper

Go deeper: Book 3 in the Inner Circle. 7 days free.

The exact prompt.

Open the meeting in Teams, go to Recap, open Copilot, and paste this.

```
Using this meeting's transcript, give me:
1. A three line executive summary
2. Every decision made, and who made it
3. Action items as a table: owner, task, due date
4. Open risks and unanswered questions
5. A follow up email to all attendees, ready to send
Flag any task that was assigned without an owner.
```

Why the last line matters

Tasks with no owner are where projects slip. Copilot lists them so you can assign them before the follow up goes out.

Read before you send

Copilot works from the transcript. Check names, dates and anything said off mic before the email leaves your outbox.

Before you start. Then keep asking.

Turn on transcription

Copilot needs a transcript

Start it in the meeting, or have the organizer turn it on automatically.

Microsoft 365 Copilot

A Copilot license

Each person who asks Copilot about the meeting needs one.

Keep the transcript, and you can ask Copilot about the meeting days later. If your admin uses temporary transcripts, Copilot can't discuss it once the meeting ends, so ask before you leave.

Follow up prompts.

Who agreed?

```
Where did people agree and disagree about the rollout date? Who said what?
```

My tasks only

```
List only the action items assigned to me, with due dates and who is waiting on them.
```

Nudge one person

```
Draft a short message to the owner of the vendor contract task with what they agreed to and the due date.
```

This was the what. The book is the how.



BOOK 3 · MICROSOFT OFFICE

Copilot across your Office day.

- Where Copilot lives, app by app, and which door to use when
- Copilot Chat or Microsoft 365 Copilot: what each tier gets you
- The agents that ship with Copilot
- Full chapters on Word, Excel and PowerPoint

Start the book free fromzerotoheroes.com/books

Read it all in the Inner Circle 7 days free

Source: Microsoft Learn, Copilot in Teams meetings and transcription settings (checked November 10, 2026). Features and licensing change; check what your tenant has.