

AI TEACHERS — MEETING NOTES PRACTICE

Fictional teaching dataset. Updated 2026-10-29.

Your finished artifact:

a reviewed action table and a short follow-up draft. Allow about 25–40 minutes for your first practice run. This is a fictional teaching dataset, not a transcript of a client meeting or a measured productivity result. Updated October 29, 2026.

Use an AI assistant approved for the information you are processing. Start with the fictional notes below. You do not need a recording, an integration or an account on AI Teachers. Sending the final message is a separate decision.

01

Prepare six notes

02

Extract a draft

03

Correct the mistakes

04

Write the follow-up

05

Test another case

Download the notes, prompts and completed example

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Download the verification worksheet

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1. Prepare six source notes

Before pasting real notes, remove unnecessary personal details, customer identifiers and confidential material. Check that your organization permits this use. Keep the original notes so you can compare the draft against them. Number each note; those labels will make corrections precise.

[N1] Monday project check-in. The onboarding checklist is approved.

[N2] Theo: I will draft the welcome email by Wednesday.

[N3] Maya: Friday might work for the pilot, but I need to check availability.

[N4] Someone should ask Jordan to review accessibility. No one volunteered.

[N5] Use the existing signup form. No new form is needed for the pilot.

[N6] We did not discuss a budget or decide who will send the customer invitation.

Check before continuing:

N2 contains an accepted action and a stated deadline. N3 is tentative. N4 has neither an accepted owner nor a due date. The notes do not give a calendar date for “Wednesday”; keep the relative wording until the meeting date is confirmed.

2. Ask for evidence alongside the draft

Paste this instruction followed by the six notes. Ask for a table, because each field can then be checked independently.

Turn these numbered notes into a draft meeting record.

Create four sections: confirmed decisions; accepted actions; proposals; open questions.

For each item include its source-note ID and a short supporting excerpt.

For actions show task, accepted owner and stated deadline. Use “not assigned” or “not confirmed” when missing. Keep relative dates as written unless the meeting date is supplied. A suggested person is not an accepted owner. A possible date is not a deadline.

Do not invent a budget, agreement, date, customer quote or next step. Flag conflicts rather than choosing a version. Draft only; do not send messages or update other tools.

Notes: [paste N1–N6]

Expected structure:

decisions from N1 and N5; one accepted action from N2; a tentative pilot proposal from N3;

unresolved accessibility ownership and invitation ownership from N4 and N6. Your assistant may phrase these differently. Judge the meaning against the notes, not whether the wording matches this page.

3. Correct a plausible mistake

An assistant might produce “Maya will run the pilot Friday; Jordan will review accessibility.” That sounds useful, but the notes support neither assignment. Treat this as a deliberately flawed example; it is not a recorded output from a named model.

From a tentative statement to a checked action record

Note N3 says Friday might work. An incorrect draft turns this into Maya will run the pilot Friday. The correction keeps the pilot tentative, the date unconfirmed and the owner unassigned.

CHECK ONE CLAIM ALL THE WAY BACK TO ITS SOURCE

SOURCE · N3

“Friday might work ... I need to check availability.”

INCORRECT · A POSSIBILITY BECOMES A PROMISE

“Maya will run the pilot Friday.”

CORRECTED · KEEP THE UNCERTAINTY VISIBLE

Pilot proposed · date unconfirmed · owner unassigned

Teaching diagram. The supporting note controls the status of the item.

Use a targeted correction instead of asking the assistant to “make it better”:

Correct two unsupported assignments. N3 describes a possible Friday pilot, not an accepted task or deadline. N4 suggests asking Jordan, but does not assign the outreach or confirm Jordan’s agreement. Move both items out of accepted actions. Preserve N2 as an accepted action. Return the revised table with source IDs and a list of what changed.

Item

Correct status

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Owner / timing

Source

Onboarding checklist

Approved decision

No new action stated

N1

Draft welcome email

Accepted action

Theo / Wednesday, calendar date unconfirmed

N2

Run pilot

Proposal

Not assigned / Friday tentative

N3

Accessibility review

Open question

Who will ask Jordan? No review accepted yet.

N4

Signup form

Use existing form

No new form requested

N5

Budget and invitation

Unresolved

Budget unknown; sender not assigned

N6

Stop if:

the assistant cannot trace a claim to a note, fills in missing dates, or treats a suggestion as agreement. Correct the record before asking for a polished message. A well-written error is still an error.

4. Turn the reviewed record into a follow-up

Ask: “Using only this reviewed table, draft a short internal follow-up. Lead with decisions, list the accepted action, then ask the unresolved questions. Do not add recipients or send it.” A usable draft could look like this:

Subject: Onboarding pilot — decisions and open questions

The onboarding checklist is approved, and we will use the existing signup form.

Theo will draft the welcome email by Wednesday. Please confirm the calendar date for the record.

Still to confirm:

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- Is Friday feasible for the pilot, and who will own it?
 - Who will ask Jordan about an accessibility review?
 - Who will send the customer invitation?
 - Is there a budget decision we need before proceeding?

Please flag any correction to these notes before we use them as the project record.

Read it aloud, check the intended recipients and remove questions that are outside your responsibility. Ask the actual participants to confirm consequential assignments. This tutorial does not send the message or create tasks.

5. Test a harder case before reusing the workflow

Add “[N7] Later note: Theo may be unavailable Wednesday; revised timing not agreed.” The correct response is a conflict flag, not a silently moved deadline. It should say that N2 and N7 require confirmation. If the assistant chooses a new date, the workflow fails that check.

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Record the tool, date and version if shown, using the worksheet.

Check every decision, owner and date against its source note.

Count invented assignments, omitted decisions and unflagged conflicts.

Time preparation, drafting, review and corrections—not just generation.

Compare with your normal process on a similar meeting. Keep the result as a local observation, not a general productivity claim.

Finished means:

each accepted action has evidence; proposals remain proposals; missing information stays visible; recipients and permissions have been checked. Save the approved recipe and its review checklist. Revisit it whenever the tool or the task changes.

Next: try the

campaign-brief worked example

for a different workplace task, or practice the complete process in the

free first-workflow workshop

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