

Summarize a meeting transcript with ChatGPT: the one-page cheat sheet

Nobody needs a retelling of the meeting. They need what was decided and what they have to do by when. One clear request gets you that from any transcript.

Copy the transcript

1. Google Meet saves the transcript as a Google Doc. Click **Edit**, **Select all**, then **Edit**, **Copy**.
2. Switch to ChatGPT, click the **message box** and paste your request first.
3. Press **Shift+Enter** for a new line, then **Ctrl+V** to paste the transcript. Plain Enter sends the message.

The request

You're my operations assistant. Below is the transcript of today's team meeting at Harbor Street Bakery. Give me:

1. A three-sentence summary
 2. The decisions we made
 3. The action items as a table: task, owner, due date
 4. Open questions
- Only use what's in the transcript. If an owner or date isn't said, write "Not stated".

The last line matters most. It stops ChatGPT from guessing a deadline nobody agreed to.

Check, fill the gaps, follow up

1. Read the summary and decisions, then the **action items table**. In the lesson, two due dates say **Not stated**.
2. You were in the meeting, so type the missing dates: "The library quote is due Wednesday, and Luis will call about the oven today."
3. Ask for a short, friendly follow-up email to the team. It's the same chat, so don't paste anything again.
4. Read it, change anything that doesn't sound like you, click **Copy** and send it from your own email.

Good to know

- Got a file? Click **New chat**, the + button, **Add photos & files**, pick the .docx and click **Open**. Or drag it onto the chat.
- There's an accounting-firm version: the same build for a client's quarterly review, with the follow-up email going to the client.
- Before you paste private customer or staff details, check your company's rules and remove what doesn't need to be there.

Remember: Always check the owners and dates before you send the recap. ChatGPT does the sorting; you stay responsible for the facts.

Practice it free: Summarize a Meeting Transcript with ChatGPT at learn.ynteractive.com/modules/chatgpt-meeting-summary. This sheet: learn.ynteractive.com/content/cheat-sheets/meeting-summary-chatgpt. Harbor Street Bakery is a made-up business from the lesson. By Robert Breen, October 1, 2026.