

Build an AI Meeting Assistant with AI

Execution Path

A structured route from idea to working output - the steps, outcomes, workflows, resources, and tools, in order.

Category: AI Systems Steps: 7 Phases: 3
Exported: 2026-07-21 (UTC)
Source: <https://newprompt.net/blueprints/build-ai-meeting-assistant-with-ai/execution-map>

PATH SUMMARY

7 steps across 3 phases.

Use this document as a portable execution guide. Each step lists the expected outcome and the workflow, resource, and tool used in NewPrompt.

PHASE 1 · Define & Scope

Clarify what you're building and for whom.

Step 1 · Define the meeting assistant use case

Frame what the assistant is for - which meetings, what the notes must capture, and what 'done' looks like - so every later stage serves a defined job instead of a vague 'summarize this'.

OUTCOME

A clear use case: the meetings in scope and what the output must capture.

USED IN THIS STEP

Workflow AI Product Requirements Workflow
Resource Product Requirements Assistant
Tool System Prompt Generator

PHASE 2 · Build & Refine

Build, test, secure, and make it production-ready.

Step 2 · Turn the transcript into structured notes

Turn raw transcript material into structured meeting notes - the topics, the discussion, the outcomes - in a consistent shape, so the notes are read instead of skimmed and abandoned.

OUTCOME

Structured notes generated from the transcript in a consistent shape.

USED IN THIS STEP

Workflow AI Meeting Notes Workflow
Resource Summarize Meeting Transcripts with AI
Tool Structured Summary Prompt

Step 3 · Extract decisions, action items, and owners

Pull the decisions and the action items out of the discussion, each with its owner and due date, so the meeting produces a tracked to-do list instead of intentions that evaporate.

OUTCOME

Decisions and action items extracted, each with an owner.

USED IN THIS STEP

Workflow	AI Data Extraction Workflow
Resource	Extract Action Items From Meeting Notes
Tool	Extraction Prompt Generator

Step 4 · Classify and route follow-ups

Sort the follow-ups by type and destination - whose queue, which tool, what priority - so each action lands where it gets done instead of in one undifferentiated list.

OUTCOME

Follow-ups classified and routed to the right place.

USED IN THIS STEP

Workflow	AI Classification Workflow
Resource	Text Classification Prompt - the Anatomy
Tool	Data Classification Prompt

Step 5 · Write the shareable summary

Write up the meeting as a clean, shareable summary - the decisions, the actions, the open questions - that a teammate who missed the call can absorb in one read.

OUTCOME

A shareable summary a teammate can absorb in one read.

USED IN THIS STEP

Workflow	AI Content Writing Workflow
Resource	Technical Documentation Prompt
Tool	Markdown Output Builder

Step 6 · Evaluate accuracy and missed actions

Check the assistant against meetings with known outcomes - did it capture the decisions, did it miss an action item - so it ships on evidence it's accurate, not on a good-looking demo.

OUTCOME

Summary accuracy and missed-action rate measured before rollout.

USED IN THIS STEP

Workflow	AI Agent Evaluation Workflow
Resource	Agent Test Scenario Prompt
Tool	Test Case Prompt Generator

PHASE 3 · Ship & Validate

Ship with confidence and validate results.

Step 7 · Prepare for team use

Measure whether the assistant actually helps the team - fewer dropped actions, faster catch-up - the success signal, and decide if it's ready before the team relies on it.

OUTCOME

The assistant validated against its success signal and readied for the team.

USED IN THIS STEP

Workflow	AI Product Validation Workflow
Resource	Product Validation Report Prompt
Tool	Markdown Output Builder

This PDF is a static export of the NewPrompt execution path. It does not include workspace progress, personal notes, saved outputs, or project state.