

// DECISIONS LAND IN MEETINGS → AND EVAPORATE BY FRIDAY. THE FIX.

MEETING TO MEMORY

// transcripts in · structured context out · for IT Pros · BA · architect · tester · DBA · support · tech writer.

// PICK_WHAT_TO_CAPTURE capture by track · default-skip the privacy-sensitive ones

DECISIONS TRACK

Sprint review · architecture / RFC review · leadership / steering · vendor decisions. → decisions.md

ACTION TRACK

Standup · planning · cross-team sync · post-incident review action items. → state-shared.md

KNOWLEDGE TRACK

Project kickoff · retro · customer interview · tech debt planning. → project-shared.md / new docs

DEFAULT-SKIP

1:1s · performance reviews · all-hands info-only · brainstorm with no decision.

// RUN_THE_PROMPT three path-specific versions on the website · pick yours · steward owns the archive

meeting-stack-builder.md

path A · B · C →

pickbits.ai/sb

"Act as my Meeting Stack builder."

Drafts three artifacts + N templates in 30 minutes.

"One template per meeting type. Output to a team-brain artifact."

Sprint review → decisions.md · standup → state-shared.md · kickoff → project-shared.md

"Privacy filter strips PII before the AI sees the transcript."

Customer names, salary, NDA refs – drop in pre-filter, not post-hoc.

"Archive is the staging buffer. Steward promotes; AI doesn't."

A human eyes every entry before it lands in team-brain. Friday Sync = 10 min.

"Capture is opt-in. Default-skip is safe."

1:1s, performance, all-hands – never captured unless deliberately added.

// YOUR_MEETING_STACK three artifacts the prompt builds · everything else is bonus

01

MEETING-TEMPLATES.MD

rarely changes

One entry per meeting type. Source filter, prompt body, output target, retention.

[team-brain/](#)

02

TRANSCRIPT-PIPELINE.MD

per-platform

Pipeline: meeting tool → privacy filter → AI prompt → meeting-archive → team-brain promotion.

[team-brain/](#)

03

MEETING-ARCHIVE/

one folder per type

Staging buffer: decisions/, actions/, knowledge/. Steward promotes weekly. Retention per policy.

[team-brain/](#)

+

BONUSES

grow over time

Auto-routing: tag recording with type, Module 03 routine runs the right template · **Speaker awareness:** diarisation preserves "who said what" · **Privacy filter:** non-negotiable for 1:1s and performance

[pipeline-side](#)

// KEEP_IT_FRESH

FRIDAY PROMOTION PASS

~ 10 min · weekly

1. Open this week's [meeting-archive/](#) folders.
2. Promote anything affecting team-brain (paste section into state-shared / decisions / project-shared).
3. Leave noise in archive (or delete if truly empty).

TEMPLATE TUNE-UP

~ 15 min · monthly

1. Review the month's archive. Any template producing noisy or empty outputs?
2. Tighten the prompt. Add new meeting types worth a template.
3. Move anything from default-skip to capture-track if patterns warrant.

// Module 6 (Pattern Library) names + parameterises the prompts you reuse.

full guide + path-specific prompts pickbits.ai/sb // next: Module 6 – Pattern Library

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