

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

<p>DECISIONS TRACK</p> <p>Sprint review · architecture / RFC review · leadership / steering · vendor decisions. → decisions.md</p>	<p>ACTION TRACK</p> <p>Standup · planning · cross-team sync · post-incident review action items. → state-shared.md</p>	<p>KNOWLEDGE TRACK</p> <p>Project kickoff · retro · customer interview · tech debt planning. → project-shared.md / new docs</p>	<p>DEFAULT-SKIP</p> <p>1:1s · performance reviews · all-hands info-only · brainstorm with no decision.</p>
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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

<p>FRIDAY PROMOTION PASS ~ 10 min · weekly</p> <ol style="list-style-type: none"> Open this week's meeting-archive/ folders. Promote anything affecting team-brain (paste section into state-shared / decisions / project-shared). Leave noise in archive (or delete if truly empty). 	<p>TEMPLATE TUNE-UP ~ 15 min · monthly</p> <ol style="list-style-type: none"> Review the month's archive. Any template producing noisy or empty outputs? Tighten the prompt. Add new meeting types worth a template. Move anything from default-skip to capture-track if patterns warrant. <p>Module 6 (Pattern Library) names + parameterises the prompts you reuse.</p>
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full guide + path-specific prompts pickbits.ai/sb // next: Module 6 – Pattern Library