

ARTIFICIAL INTELLIGENCE (AI) IN YOUR WALKING MEETING



When we hold walking meetings, we are more creative and open to input because we are in motion. Digital tools can help you summarize the key points from the meeting. Get equipped to record and transcribe the meeting, and subsequently process the text to capture exactly what you want from the meeting, whether it's a summary or a proposal for a new meeting agenda.

BEFORE THE MEETING

- Create a meeting invitation in **Teams** for all participants. The meeting can be 10-30 minutes.
- Ensure participants have the Teams app on their mobile phones and a pair of headphones.
- Plan a walk equivalent to the length of the meeting and where there is no noise.

DURING THE MEETING

- Start the recording in **Teams**.
- All participants should walk at a distance from each other or individually for the sake of audio recording.
- When the meeting ends, the recording is automatically saved.

AFTER THE MEETING

- In Teams > Chat, the recording is saved. Right-click and select "**Open in Stream**".
- On the right side, choose Video settings > transcript and captions > Generate.
- Wait for the text to be ready.
- Download the text as a **.docx** file and open it on your computer.
- Open the page <https://copilot.microsoft.com> and select **Notebook**.
- Insert a Prompt and the text from your meeting, then click on the blue arrow.



Watch a short video for a walkthrough of the procedure here.



Minutes:

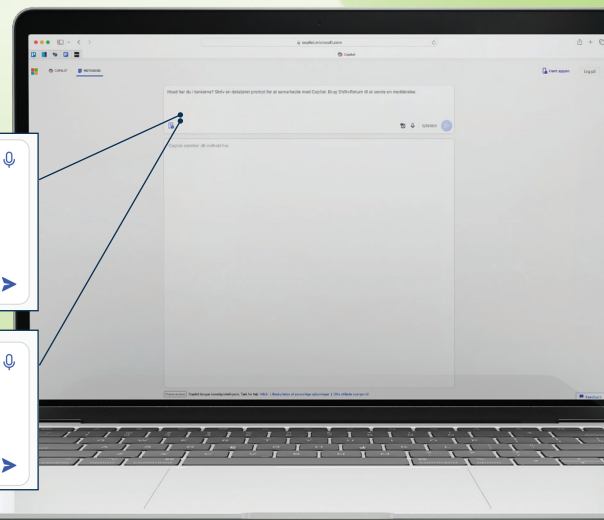
"Summarize the key points and decisions made during the meeting. Include the names of individuals who contributed key insights or were assigned tasks, as well as any deadlines for these tasks. Also, highlight any disagreements or unresolved questions that need to be followed up on. The transcription from the meeting is as follows: [insert transcription]"

375/2000

Agenda:

"Prepare an agenda for the next meeting by including follow-ups on the current meeting's agreements and adding relevant new topics based on the meeting's discussions. The transcription from the meeting is as follows: [insert transcription]"

237/2000



Prepared in collaboration with Peter Bruus, AI specialist and senior consultant at CIU.