AI Meeting Notes to Tasks Workflow Toolkit

AI workflow - preview and full file inventory

File inventory (everything in product.zip, inside AI-Meeting-Notes-to-Tasks-Workflow-Toolkit/)

LICENSE.txt	1000 B
README.md	3.0 KB
README.txt	3.0 KB
meeting-notes-to-tasks-workflow/workflow.json	1.4 KB
meeting-notes-to-tasks-workflow/examples/meeting.json	2.0 KB
meeting-notes-to-tasks-workflow/examples/meeting_notes.txt	1.0 KB
meeting-notes-to-tasks-workflow/examples/output/check.txt	397 B
meeting-notes-to-tasks-workflow/examples/output/follow_up.md	917 B
meeting-notes-to-tasks-workflow/examples/output/tasks.csv	1.0 KB
meeting-notes-to-tasks-workflow/prompts/01_extract.md	1.5 KB
meeting-notes-to-tasks-workflow/prompts/02_resolve_gaps.md	412 B
meeting-notes-to-tasks-workflow/prompts/03_status_check.md	453 B
meeting-notes-to-tasks-workflow/schema/meeting.schema.json	1.5 KB
meeting-notes-to-tasks-workflow/scripts/tasks_export.py	5.5 KB
meeting-notes-to-tasks-workflow/tests/test_tasks.py	2.0 KB

Tested here

PASS - schema valid, dates verified, gaps found, invented task and bad owner caught, CSV exported

Sample: AI-Meeting-Notes-to-Tasks-Workflow-Toolkit/meeting-notes-to-tasks-workflow/prompts/01_extract.md (excer

```
Extract decisions, tasks and open questions from these meeting notes.

Meeting title: {{TITLE}}
Meeting date: {{YYYY-MM-DD}}
Attendees: {{Name (role), Name (role), ...}}

<notes>
{{PASTE NOTES OR TRANSCRIPT}}
</notes>

Rules:
- A task is something a person agreed to do or was asked to do and did not refuse. Ideas,
  "we should probably..." without agreement, and things already done are NOT tasks - put
  unresolved ideas under open_questions.
- "owner": an attendee name exactly as listed. If nobody took it, use null. Never assign an
  owner yourself.
- "due": resolve relative dates against the meeting date ("Friday" = the next Friday after
  the meeting date; "end of month" = last calendar day). If no date was said, null. Never
  invent a date.
- "task": start with a verb and make it understandable to someone who missed the meeting.
- "priority": high if tied to a stated deadline within 7 days or a blocker for others; low
  if explicitly "nice to have"; otherwise normal.
- "depends_on": ids of tasks that must finish first, if the notes say so.
- "quote": up to 20 words copied exactly from the notes that show the task was agreed.
- Decisions: only what was actually agreed, with a supporting quote.
- Number tasks T1, T2, ...

Return ONLY JSON in this shape (no commentary, no code fences):
{"meeting": {"title": "", "date": "", "attendees": []}, "decisions": [{"decision": "",
  "quote": ""}],
 "tasks": [{"id": "T1", "task": "", "owner": null, "due": null, "priority": "normal",
  "depends_on": [], "quote": ""}],
 "open_questions": [{"question": "", "raised_by": null}]}
```

SAMPLE

Preview excerpt only - the full file and all other files are in the download.