

DropTicks AI Article

ChatGPT Tip: Create Meeting Agendas Fast

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Article

Create Meeting Agendas Fast

A good agenda keeps meetings shorter and decisions clearer.

Best way to use it:

â€¢ Give the meeting goal.

â€¢ List attendees and context.

â€¢ Ask for decisions needed.

Copy-ready prompt:

Create a meeting agenda for [topic]. Include goal, attendees, pre-read, discussion order, decisions needed, and follow-up template.

Quality check:

â€¢ Decision points are explicit.

â€¢ Agenda is time-bounded.

â€¢ Follow-up is ready.

DropTicks note:

Use ChatGPT like a workstation, not a magic answer box. Give it the role, goal, input material, constraints, expected output format, and review criteria. The stronger your workflow, the better the result.

Related source links:

â€¢ <https://help.openai.com/en/collections/3742473-chatgpt>

â€¢ <https://help.openai.com/en/articles/6825453-chatgpt-release-notes>

â€¢ <https://openai.com/index/introducing-chatgpt-search/>

â€¢ <https://openai.com/index/introducing-deep-research/>

â€¢ <https://openai.com/index/introducing-canvas/>

Web link

<https://www.dropticks.com/articles/chatgpt-tip-create-meeting-agendas-fast>

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