

YourAIPlaybook

AI Meeting Prep Playbook

Walk into every meeting prepared, confident, and ready to lead. 15 minutes of AI prep replaces an hour of scrambling.

[Free Guide](#)

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Why Meeting Prep Matters

Most people walk into meetings underprepared. They skim the agenda five minutes before, scramble for data mid-conversation, and leave without clear next steps. AI changes that.

This guide gives you a repeatable system for using AI to prepare for any meeting in 15 minutes or less. Whether it's a board presentation, a 1:1, a client call, or a weekly status update.

The payoff: People who prep with AI show up sharper, contribute more, and leave with clarity. It's the difference between reacting and leading.

The 4-Phase System

1 **Context Dump** (3 min) -- Feed AI everything you know about the meeting

2 **Intel Brief** (5 min) -- Get a structured brief with key points and risks

3 **Talking Points** (4 min) -- Build your contributions and questions

4 **Follow-Up Draft** (3 min) -- Pre-write your post-meeting email

The Context Dump

Time: 3 minutes. Give AI everything it needs to help you.

Before AI can help, it needs context. Copy and paste the meeting invite, any pre-read materials, and your notes into the chat. Then tell it what you need.

```
"I have a [meeting type] in [timeframe]. Here's the agenda and background materials. [Paste content.] I need to show up prepared. Help me understand what matters most, what I should watch for, and what I should contribute."
```

What to include

- Meeting agenda or invite text
- Pre-read documents, reports, or slides (paste key sections)
- Recent context (what happened in the last meeting, open issues)
- Your role and what you're responsible for in this meeting
- Any concerns or topics you want to raise

Don't filter yourself. Dump everything in. AI is better at sorting information than you are at deciding what's relevant in advance.

PHASE 2

The Intel Brief

Time: 5 minutes. Get a structured summary of what matters.

Now ask AI to synthesize everything into an executive-style brief you can scan in 2 minutes.

```
"Based on everything I shared, create a meeting prep brief with these sections: 1. MEETING OBJECTIVE: What is this meeting trying to accomplish? (1-2 sentences) 2. KEY DECISIONS NEEDED: What needs to be decided today? 3. MY ROLE: What am I expected to contribute or deliver? 4. WATCH FOR: Potential conflicts, risks, or sensitive topics 5. DATA POINTS: Any numbers or facts I should have ready 6. OPEN QUESTIONS: Things that remain unclear from the materials"
```

Customize the brief format for your meeting type. Board meetings need different prep than team standups. Save your best formats and reuse them.

Meeting-specific variations

For 1:1 meetings with your team

Add: "Include talking points for coaching moments and any recognition I should give. Suggest one growth-oriented question to ask."

For executive/board presentations

Add: "What questions will leadership likely ask? Draft 3 anticipated questions with concise answers I can give on the spot."

For client or external meetings

Add: "Summarize what we promised in the last meeting vs. what we've delivered. Flag any gaps."

Your Talking Points

Time: 4 minutes. Build what you'll actually say.

The brief tells you what matters. Now build your specific contributions so you're not improvising.

```
"Based on the brief, draft my talking points for this meeting. For each item where I need to contribute: - Give me a clear, confident statement (2-3 sentences max) - Include one supporting data point or example if relevant - Flag where I should ask a question instead of making a statement Keep the tone [direct / collaborative / diplomatic] and assume I'm speaking to [audience level]."
```

- 1 Review each talking point.** Edit them into your own words. AI gives you the structure; you add the judgment.
- 2 Pick your "must-says."** Highlight the 2-3 points you will definitely make in the meeting, no matter how the conversation flows.
- 3 Prepare a pivot.** Ask AI: "If the conversation gets sidetracked, how do I redirect to [your priority topic] without being abrupt?"

Strategic questions > statements. Sometimes the most powerful move in a meeting is asking the right question. Ask AI to draft 2-3 strategic questions that position you as thoughtful and prepared.

PHASE 4

Pre-Write the Follow-Up

Time: 3 minutes. Draft your post-meeting email before the meeting starts.

This is the move nobody expects. Pre-write your follow-up email template so the moment the meeting ends, you just fill in the blanks and send.

```
"Draft a follow-up email template for after this meeting. Include: - A 2-sentence summary of what was discussed - [PLACEHOLDER] for key decisions made - [PLACEHOLDER] for action items with owners and dates - A closing line that confirms next steps Keep it professional and concise. Under 200 words."
```

After the meeting, spend 5 minutes filling in the placeholders. You'll send the follow-up before anyone else even opens their laptop. That's how you build a reputation for execution.

Bonus: If you take notes during the meeting, paste them into AI right after and ask: "Clean up these notes into a summary with action items, owners, and deadlines." Your follow-up email writes itself.

Quick-Reference Cheat Sheet

Copy these prompts and save them. Use them before every meeting.

The Universal Meeting Prep Prompt

```
"I have a [type] meeting in [time]. Here's everything I know: [paste agenda + context]. Create a prep brief: objective, key decisions, my role, risks, data I need, and open questions. Then give me 3 talking points and 2 strategic questions to ask."
```

The "I Have 5 Minutes" Emergency Prompt

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"Meeting starts in 5 minutes. Here's the agenda: [paste]. Give me the 3 most important things I need to know and 1 smart question to ask. Keep it to 5 bullet points."
```

The Post-Meeting Summary Prompt

```
"Here are my raw notes from a meeting: [paste]. Clean these up into: (1) key decisions made, (2) action items with owners and deadlines, (3) open questions for next time. Format as a brief follow-up email."
```

Your meeting prep checklist

- Context dumped into AI (agenda, pre-reads, notes)
- Intel brief generated and reviewed
- Talking points drafted and personalized
- 2-3 "must-say" points identified
- Strategic questions prepared

Follow-up email template pre-written

Show up ready every time.

15 minutes of AI prep makes you the most prepared person in the room. Do this consistently and people notice.

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