

OpsPilot

Meeting Minutes — User Manual

Notes Into Decisions, Actions, Owners · AI Engineering Co-Pilot



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What this guide covers — what good minutes capture, how the OpsPilot module produces them, what to have ready, and the document you receive.

1. What makes good minutes?

Minutes exist for one reason: so that after the meeting, everyone agrees on what was decided and who is doing what by when. A wall of “he said, she said” notes fails that test; what matters is the decisions, the actions, the owners and the dates, pulled clearly out of the discussion. OpsPilot's job is to take your natural account of the meeting and structure it into exactly that — so the actions don't evaporate the moment everyone leaves the room.

2. What the OpsPilot module does

Role	Responsibility
AI Coach (OpsPilot)	Turns your notes or verbal summary into properly structured minutes — clear decisions, action items with owners and dates, and next steps.
Minute Taker (you)	Just talk naturally about what was discussed — who said what, what was decided, what needs to happen next. OpsPilot structures it.

3. How it works — the process

#	Stage
1	Meeting details — topic, date, attendees
2	Discussion summary per agenda item
3	Decisions made
4	Action items — what, who, when
5	Next steps and next meeting date
6	Word report

4. What you will be asked — have this ready

- The meeting topic, date and who attended.
- What was discussed — in your own words, naturally.
- What was decided, and what needs to happen next.
- Who owns each action and by when.

5. What you receive — the output

Professionally formatted meeting minutes (Word): the meeting details, a discussion summary per agenda item, the decisions, an action table (what / who / when) and the next steps and next meeting date.

6. Worked example (illustrative)

You dictate: “We talked about the pump project, John reckons the long-lead parts are a problem, Sarah’s going to chase the vendor, and we agreed not to start fieldwork until the parts are confirmed.” OpsPilot structures that into: a decision (“fieldwork will not start until long-lead parts are confirmed on site”), an action (“Sarah to obtain a confirmed delivery date from the vendor — by Friday”), and a discussion note capturing the long-lead-parts risk. The vague “Sarah’s going to chase the vendor” becomes an owned action with a date, which is the difference between a minute that drives the work and one that just records a chat.

7. Getting the best result

- **Talk naturally.** You don’t need to structure it — describe the meeting and let OpsPilot organise it.
- **Be clear on decisions.** Separate what was decided from what was merely discussed.
- **Name owners and dates.** An action without an owner and a date is the one that doesn’t happen.
- **Capture next steps.** Where things pick up next keeps momentum between meetings.

OpsPilot — AI Engineering Co-Pilot. Learn more at opsinnovatech.com