

Using AI Analysis to Improve Meetings

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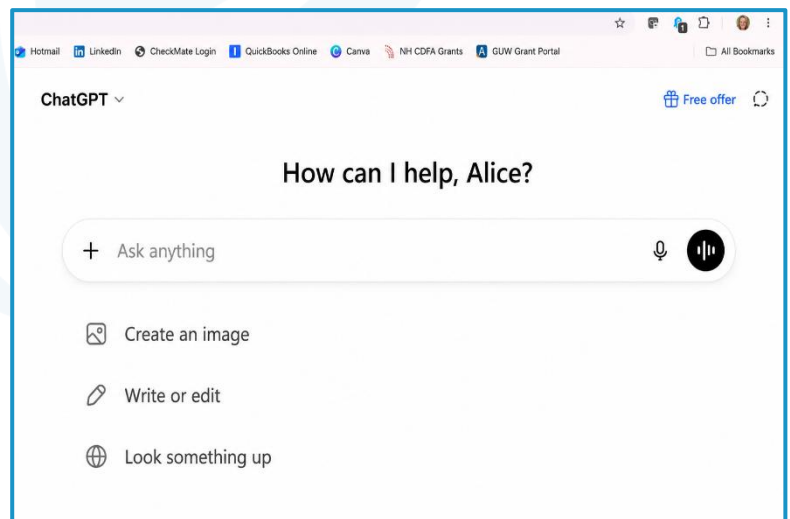
Improving the effectiveness of collaborations across the Upper Valley emerged as a goal in PHC's most recent Community Health Improvement Plan. To provide baseline information and tools for this project, Ryan Blumenfeld conducted a literature review; developed a presentation allowing us to better understand how meetings impact productivity, collaboration and decision-making; and developed this tool anyone can use to assess time spent in meetings.

We hope you will use this as a simple tool to begin thinking about meeting time. Whether you find your time is well spent in meetings or learn small ways to use time more effectively, we invite you to use this as a springboard to joining a broader conversation about how to ensure we build collaborations that work for us, our partners, and the people we serve.

This guide offers ready-to-use AI prompts for analyzing meeting transcripts. These prompts can help identify meeting strengths, inefficiencies, participation patterns, action items, and opportunities to improve future meetings. You can use these with any AI platform. We show how to use these in ChatGPT as an example.

How to Use these prompts:

1. Save and download a meeting transcript from Zoom to your computer.
2. Open Chat GPT or another AI platform.
3. You can cut-and-paste one or more of the prompts provided on the following pages into the "ask anything" bar.
4. Click on the "+" sign to add the file of your saved transcript.
5. When prompt and file are added, click the up arrow to get your AI response.



Prompt	Expected Output
1. Analyze this meeting. Break down time spent on each topic, level of participation, and overall productivity.	Provides a comprehensive overview of the meeting, including estimated time spent on major topics, participation patterns, and an overall assessment of productivity. Useful as a broad starting point for meeting evaluation.
2. Estimate how much time was spent on each topic and categorize them as productive or non-productive.	Produces a topic-by-topic time allocation and classifies discussion segments based on their contribution to meeting goals. Helps identify where meeting time is being used effectively or wasted.
3. What percentage of this meeting was productive vs unproductive? Explain your reasoning.	Estimates the proportion of productive and unproductive discussion and provides justification for those estimates. Useful for generating a simple efficiency metric.
4. Evaluate how effective this meeting was. What worked and what didn't?	Provides a qualitative assessment of meeting strengths and weaknesses. Highlights successful practices and identifies areas for improvement.
5. Analyze participation: who talked the most, and how balanced was the discussion?	Measures participation levels across attendees and identifies dominant or underrepresented voices. Useful for evaluating engagement and inclusivity.
6. Break this meeting into categories: small talk, instruction, discussion, and action-oriented work.	Categorizes conversation into functional segments and estimates how much time was devoted to each. Helps understand how meeting time was distributed.
7. Did this meeting produce actionable outcomes? List them.	Identifies decisions, assignments, deadlines, and next steps discussed during the meeting. Focuses on tangible outputs rather than discussion alone.
8. Analyze the decision-making process in this meeting and identify whether conclusions or action items were clearly established.	Examines how decisions were reached and whether outcomes were clearly defined. Helps assess the effectiveness of collaborative decision-making.
9. Evaluate the facilitator's effectiveness in managing time, participation, and discussion flow.	Assesses leadership behaviors such as keeping discussions on track, encouraging participation, and maintaining structure. Useful for evaluating meeting facilitation skills.
10. Identify moments where AI-generated meeting summaries or action tracking would improve efficiency.	Highlights portions of the meeting where automated note-taking, summarization, or task tracking could reduce workload. Connects directly to potential AI applications.

Prompt	Expected Output
11. Analyze whether this meeting focused more on coordination, information sharing, or strategic problem-solving.	Classifies the primary purpose of the meeting based on discussion content. Helps organizations understand whether meetings align with their intended objectives.
12. Estimate time spent on information sharing, discussion, decision-making, and off-topic conversation.	Provides a structured breakdown of meeting activities into major functional categories. Useful for comparing meeting composition across multiple meetings.
13. Identify inefficiencies and suggest ways to shorten this meeting by 20%.	Pinpoints redundant discussion, repetition, or unnecessary content and recommends ways to streamline the meeting. Focuses on practical efficiency improvements.
14. Analyze which segments created actionable outcomes versus passive information sharing.	Distinguishes between discussion that led to decisions or actions and discussion that only conveyed information. Helps identify high-value portions of the meeting.
15. Evaluate whether this meeting followed best practices for effective meetings.	Compares meeting characteristics against common meeting effectiveness principles such as agendas, participation, purpose, and outcomes. Provides a benchmark-based assessment.
16. Identify moments where the meeting lost focus or became repetitive.	Highlights discussion segments characterized by redundancy, topic drift, or lack of progress. Useful for diagnosing inefficiencies.
17. Analyze engagement levels throughout the meeting.	Examines participation trends, responsiveness, and conversational energy over time. Helps identify periods of high and low engagement.
18. What were the most productive parts of this meeting and why?	Identifies discussion segments that generated decisions, solutions, or clear next steps. Explains what made those portions effective.
19. What parts of this meeting could have been handled asynchronously instead of in the meeting?	Identifies information-sharing activities that could have been communicated through email, documents, or other channels. Helps reduce unnecessary meeting time.
20. Create a quantitative meeting effectiveness score based on structure, participation, productivity, and outcomes.	Generates a numerical effectiveness rating and explains the factors contributing to the score. Useful for comparing multiple meetings using a standardized metric.