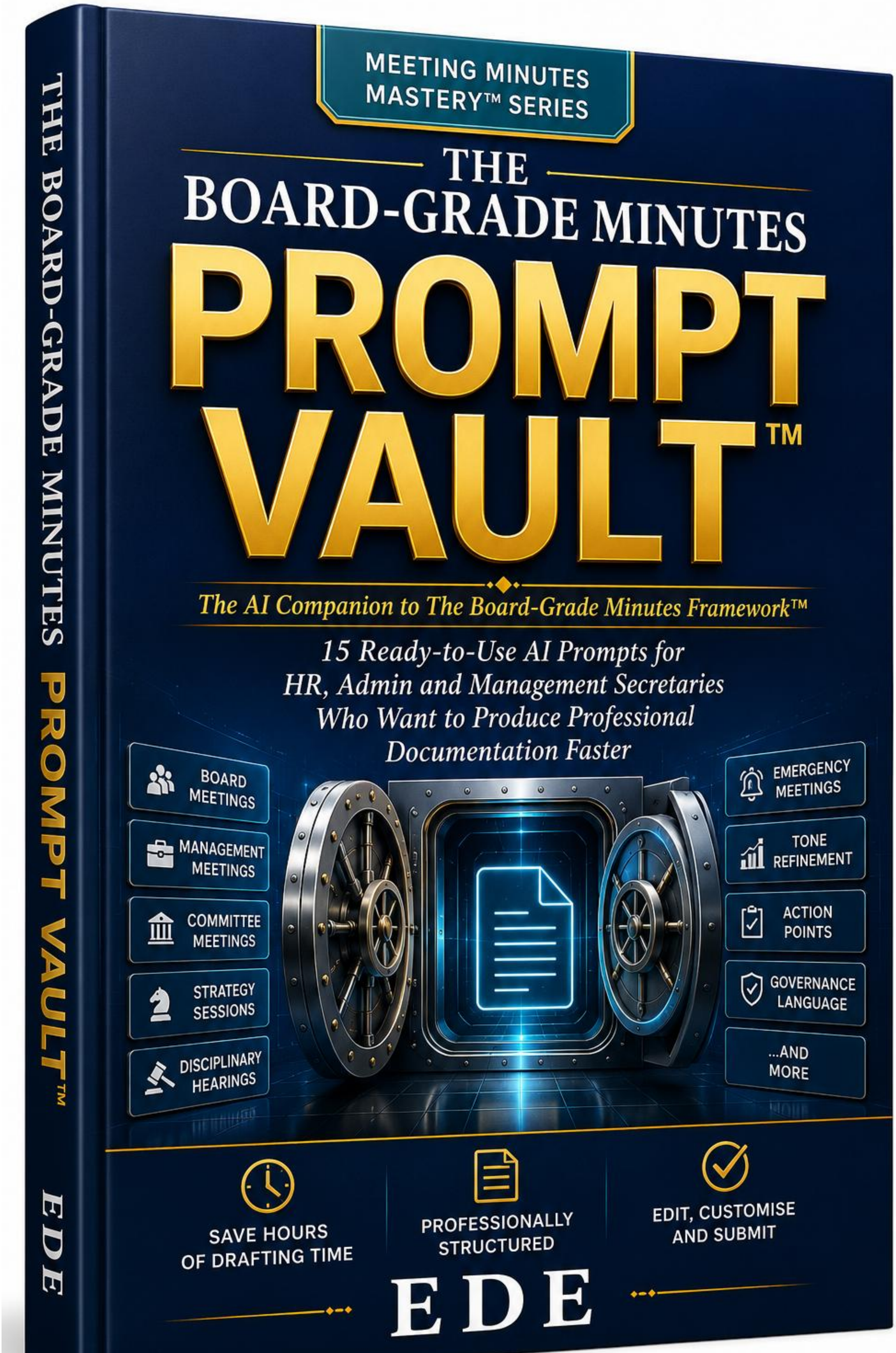
MEETING MINUTES MASTERY™ SERIES
THE BOARD-GRADE MINUTES
PROMPT VAULT™
The AI Companion to The Board-Grade Minutes Framework™
15 Ready-to-Use AI Prompts for HR, Admin and Management Secretaries Who Want to Produce Professional Documentation Faster
BOARD MEETINGS
MANAGEMENT MEETINGS
COMMITTEE MEETINGS
STRATEGY SESSIONS
DISCIPLINARY HEARINGS
EMERGENCY MEETINGS
TONE REFINEMENT
ACTION POINTS
GOVERNANCE LANGUAGE
...AND MORE
SAVE HOURS OF DRAFTING TIME
PROFESSIONALLY STRUCTURED
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Ready-to-Use AI Prompts for HR, Admin and Management Secretaries Who Want to Produce Professional Documentation Faster

Works with Claude and ChatGPT

A Professional Guide *Companion to Meeting Minutes Mastery*

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How to Use This Prompt Vault

Each prompt in this vault has been developed and tested specifically for producing board-grade meeting minutes and professional governance documentation using Claude and ChatGPT Both platforms are free to use at their basic tiers.

To use any prompt: open your preferred AI tool, start a new conversation, upload your meeting notes and ai generated transcript (Dual source) as attachments where available, then copy and paste the relevant prompt. Adjust placeholder details shown in square brackets to match your specific meeting before sending.

Important Reminder

These prompts produce a professional first draft. Always review the output, apply your professional judgement, remove AI-tell signs such as excessive dashes and mechanical phrasing, and run the document through The Third-Party Test™ before submission. The prompt does the heavy lifting. You provide the final standard.

INTRODUCTION

Why the Prompt Matters More

Than the Tool Itself

One of the most consistent discoveries among professionals who use AI for documentation is that the quality of the output has very little to do with which AI tool they are using. It has almost everything to do with the quality of the instructions they provide. A vague, general prompt produces vague, general output. A structured, specific prompt.one that tells the AI exactly what meeting type it is dealing with, what governance standard is expected, what structure the output should follow, and what tone and language are required; produces board-grade results consistently and reliably.

This vault gives you fifteen fully developed prompts, each crafted for a specific documentation challenge that HR, admin and secretariat professionals encounter regularly. You do not need to build these from scratch. You do not need to experiment with phrasing or structure. You select the prompt that matches your need, attach your source material, and let the AI produce your first draft.

The first ten prompts cover the full range of meeting types you will encounter. The final five are specialist tools, governance headline generation, action point verification, executive summary production, language upgrading and resolution strengthening that elevate your documentation from adequate to genuinely board-grade.

📌 **Before You Begin**

Have two things ready before using any prompt: your personal notes from the meeting (ideally already transcribed into text using Gemini or your preferred tool as described in Meeting Minutes Mastery) and your meeting transcript from Microsoft Teams, Zoom, Google Meet or your recording tool of choice. The more organised your source material, the stronger the AI output will be.

PROMPT 01

Standard Management Meeting Minutes

For regular weekly, monthly or quarterly management meetings

When to use: Use for routine management meetings where senior staff review performance, address operational matters and make institutional decisions.

Act as a professional Board Secretary with extensive experience in governance documentation.

I am attaching two files:
• File 1 — My personal notes (labelled: Personal Notes)
• File 2 — The meeting transcript (labelled: Transcript)

Meeting details:
• Organisation: [Insert organisation name]
• Meeting type: Management Meeting
• Date: [Insert date]
• Venue: [Insert venue]
• Presiding Officer: [Insert name and title]

Produce board-grade minutes with this structure:
• Formal heading: meeting title, date, venue, time, presiding officer
• Attendance table: Name | Designation | Signature
• Apologies for absence
• Confirmation of previous minutes and matters arising
• Numbered agenda items — each with Issue, Discussion, Direction and Resolution
• Any Other Business
• Date and venue of next meeting
• Action Points Table: Action Item | Responsible Officer | Timeline | Status

Language requirements:
• Formal, third-person, governance-standard English throughout
• Expressive deliberation flow — a third party not present must follow every discussion completely
• Use institutional language: 'Management resolved', 'It was noted', 'The Executive Director emphasised'
• Every agenda item must end with a clearly stated resolution

[PASTE OR ATTACH YOUR PERSONAL NOTES HERE]
[PASTE OR ATTACH YOUR TRANSCRIPT HERE]

Pro Tip: After receiving the draft, re-read each resolution specifically. Ask: if management referenced these minutes six months from now, would the decision be completely clear? If not, re-prompt that section alone for stronger resolution language.

PROMPT 02

Board Subcommittee Minutes

For Finance, Audit, HR, Risk or any board subcommittee

When to use: Use when serving as secretary to a board subcommittee. Governance language and resolution structure are elevated to board level.

Act as an experienced Company Secretary with specialist expertise in board-level governance documentation.

I am attaching:

• File 1 — My personal notes (labelled: Personal Notes)

• File 2 — The meeting transcript (labelled: Transcript)

Meeting details:

• Organisation: [Insert organisation name]

• Committee name: [e.g. Audit Committee / Finance Committee / HR Committee]

• Date: [Insert date]

• Committee Chairperson: [Insert name and title]

Produce formal board subcommittee minutes with this structure:

• Formal heading identifying the committee, date, venue and time

• Quorum confirmation statement

• Attendance table: Name | Designation | Signature

• Apologies for absence

• Adoption of previous minutes and matters arising

• Agenda items with full deliberation narrative and resolution under each

• Date of next meeting

• Action Points Table: Action Item | Responsible Officer | Deadline | Status

Governance language requirements:

• Board-level formal English — objective, precise and institution-facing

• Use: 'The Committee resolved', 'The Chairperson noted', 'The Committee directed Management to'

- All resolutions must be clearly stated, specific and actionable
- Maintain the confidentiality appropriate to board-level proceedings

[PASTE OR ATTACH YOUR PERSONAL NOTES HERE]

[PASTE OR ATTACH YOUR TRANSCRIPT HERE]

Pro Tip: Subcommittee minutes are often reviewed by regulators and external auditors. Check specifically that quorum is confirmed, every resolution is unambiguous, and no sensitive information is expressed in language that could be misread out of context.

PROMPT 03

Action Points — Fast Turnaround

For extracting and circulating action points within 30 minutes after any meeting

When to use: Use immediately after a meeting to extract and distribute a clean action points register to all management members before the full minutes are ready.

Act as a professional Management Secretary. From the meeting notes below, extract all action points discussed and agreed during the meeting.

Present them in a formal table with exactly four columns:

• Action Item, describe each action clearly in active, specific language

• Responsible Person(s) or department assigned

• Timeline; the agreed deadline or timeframe

• Status; mark all as 'Pending' unless otherwise specified

Meeting reference:

• Organisation: [Insert organisation name]

• Meeting: [Insert meeting title]

• Date: [Insert date]

Requirements:

• List every action point, do not omit any

• Where timeline was not stated: write 'Before next meeting'

• Where responsible officer was not named: write 'As directed by Management'

• Present the table ready for immediate circulation

[PASTE YOUR DRAFT HERE]

Pro Tip: This prompt is designed for speed. Feed it just your draft. Circulate to management within 30 minutes with a brief covering line to management staff: 'Please find below the action points from today's meeting for your attention and follow-up.'

PROMPT 04

Board of Directors Meeting Minutes

For full board meetings at the highest governance level

When to use: Use for full board of directors' meetings. Language, structure and resolution standards reflect the highest level of institutional governance.

Act as a senior Company Secretary with extensive experience documenting full board meetings for regulated financial institutions.

I am attaching:

• File 1- My personal notes (labelled: Personal Notes)

• File 2-The meeting transcript (labelled: Transcript)

Meeting details:

• Organisation: [Insert organisation name]

• Meeting type: Board of Directors Meeting

• Date: [Insert date]

• Venue: [Insert venue]

• Board Chairperson: [Insert name]

• Directors present: [Insert names and designations]

• Management in attendance: [Insert names where applicable]

Produce formal board meeting minutes with this structure:

• Board meeting heading with organisation name, meeting number, date, venue and time

• Quorum confirmation

• Attendance: Directors | Management in Attendance | Apologies

• Conflict of interest declarations where applicable

• Adoption of previous board minutes and matters arising

• Full agenda items with deliberation narrative and formal board resolutions

• Any Other Business

• Date of next board meeting and Action Points Table

Board-level requirements:

• All resolutions stated as formal board resolutions: 'The Board resolved that...', 'The Board approved...'

• Language suitable for regulatory examination, legal reference and statutory filing

• No conversational language — every sentence must carry board-level authority

[PASTE OR ATTACH YOUR PERSONAL NOTES HERE]

[PASTE OR ATTACH YOUR TRANSCRIPT HERE]

Pro Tip: After reviewing the draft, read every resolution aloud. If it sounds like a suggestion rather than a formal board decision, re-prompt: 'Rewrite this as a formal board resolution with greater legal clarity and institutional authority.'

PROMPT 05

Disciplinary Hearing Minutes

For formal staff disciplinary proceedings

When to use: *Use when serving as secretary to a formal disciplinary hearing. These minutes may be referenced in appeals, labour disputes or legal proceedings.*

Act as a professional HR Secretary with expertise in documenting formal disciplinary proceedings.

I am providing my draft from a staff disciplinary hearing.

Hearing details:

• Organisation: [Insert organisation name]

• Date: [Insert date]

• Venue: [Insert venue]

• Hearing Panel Chairperson: [Insert name and title]

• HR Representative: [Insert name]

• Subject of Proceedings: [Insert staff member's name, designation and staff ID]

• Nature of allegation(s): [Insert brief description]

Produce formal disciplinary hearing minutes with this structure:

• Heading identifying the nature of proceedings, date and reference

• Attendance: panel members, HR, staff member and any representative present

• Formal opening statement summary

• Allegation(s) as formally read to the staff member

• Staff member's response documented objectively and in full

• Questions posed by the panel and responses received

• Closing statements, findings, decision and sanctions if applicable

• Right of appeal statement and signatures section

Language requirements:

• Strictly objective — document what was said, not interpretations

• Formal, third-person throughout

• The document must be capable of withstanding legal scrutiny

[PASTE YOUR NOTES HERE]

> **Pro Tip:** After the AI draft, review specifically for any language that sounds judgemental rather than factual. Every statement should describe what occurred, not what it means.

PROMPT 06

Strategy or Planning Session Minutes

For retreats, planning sessions or strategy workshops

When to use: Use for strategy days, annual planning retreats and working sessions where outputs are directional decisions and strategic priorities.

Act as a professional Corporate Secretary experienced in documenting executive strategy sessions and board retreats.

Session details:

- Organisation: [Insert organisation name]
- Session title: [e.g. Annual Strategy Retreat / Q3 Planning Session]
- Date(s): [Insert date(s)]
- Venue: [Insert venue]
- Facilitator or Presiding Officer: [Insert name and title]
- Participants: [Insert names and designations]

Produce formal strategy session minutes with this structure:

- Session heading with title, date, venue and participants
- Session objectives as stated at the opening
- For each theme: context presented, key insights from deliberations, strategic directions agreed and specific resolutions made
- Summary of agreed strategic priorities
- Action Points Table: Action | Owner | Timeline | Status

Language and tone:

- Strategic register language reflecting institutional direction and long-term thinking
- Capture the reasoning behind strategic decisions, not just the decisions themselves
- Ensure deliberation flow captures the thinking journey, not just the conclusions

[PASTE OR ATTACH YOUR NOTES AND TRANSCRIPT HERE]

Pro Tip: Strategy session minutes should read like a record of institutional thinking. After the draft, check that the reasoning behind each major strategic direction is visible. A *new board member reading these minutes should understand not just what was decided but why.*

PROMPT 07

Emergency or Extraordinary Meeting Minutes

For urgent meetings convened outside the regular schedule

When to use: Use for extraordinary general meetings, emergency management sittings or urgent board sessions convened to address a specific crisis or regulatory matter.

Act as a professional Board Secretary experienced in documenting urgent and extraordinary governance meetings.

Meeting details:

• Organisation: [Insert organisation name]

• Meeting type: [Emergency Management Meeting / Extraordinary Board Session - specify]

• Purpose of convening: [Brief description of the urgent matter]

• Date: [Insert date]

• Venue: [Insert venue]

• Presiding Officer: [Insert name and title]

Produce formal extraordinary meeting minutes with this structure:

• Heading identifying this as an extraordinary or emergency sitting with specific purpose stated

• Quorum confirmation and attendance

• Opening statement confirming the urgent matter prompting the meeting

• Presentation of the issue with full context

• Deliberation- capturing the urgency, concerns raised and options considered

• Resolution(s) -reached; specific, actionable and clearly authorised

• Any immediate directives issued, closure and action points table

Specific requirements:

• The urgency and significance of the proceedings must be evident in the tone

• The authority under which decisions were made must be clear

• Resolutions must be specific enough to serve as immediate operational directives

[PASTE YOUR NOTES HERE]

Pro Tip: Make the resolution section especially clear and self-contained. someone must be able to read only the resolution and understand exactly what was authorised without reading the full deliberation.

PROMPT 08

Tone Refinement and Language Polish

For upgrading an existing draft to board-grade standard

🎯 **When to use:** Use when you already have a draft but the language, flow or governance tone needs to be elevated. This is your selective re-prompting tool.

Act as a senior Board Secretary and governance writing specialist. I am providing a draft set of meeting minutes that require language refinement and tone elevation to board-grade standard.

Please make the following specific improvements:

Language improvements:

• Replace all informal or conversational language with formal governance English

• Remove any unnecessary dashes, fragmented sentences or poor punctuation

• Ensure all resolutions are stated precisely and unambiguously

• Replace weak resolution language with strong institutional language

Structural improvements:

• Ensure every agenda item follows the Issue, Discussion, Direction, Resolution structure

• Improve deliberation flow where discussions feel disconnected or abrupt

• Suggest stronger governance headings for any agenda items where the heading is too vague

Tone requirements:

• The final document must read as if written by an experienced board secretary

• Every sentence must carry institutional authority

• Remove all AI-tell signs — excessive dashes, mechanical patterns, generated-sounding phrases

Important: Do not change facts, names, figures or decisions. Only improve language, structure and professional tone.

[PASTE YOUR DRAFT MINUTES HERE]

Pro Tip: This is your quality control prompt. Use it after the initial draft when something is not quite right. Also use it on any section where your Executive Director has previously made corrections, feed that section in with the note: 'My ED/CEO previously corrected this type of writing. Please refine to higher governance standard.'

PROMPT 09

Matters Arising Update Table

For tracking and documenting updates on outstanding action points

When to use: Use at the opening of any management or board meeting to produce a clean, formal matters arising section updating the status of all outstanding items.

Act as a professional Management Secretary. I am providing the action points from the previous meeting and the updates captured during matters arising at today's meeting.

Organisation: [Insert organisation name]

Previous meeting date: [Insert date]

Current meeting date: [Insert date]

Produce a formal Matters Arising section with a structured update table with five columns:

- Item No. - reference number from previous minutes
- Action Item - as originally recorded
- Responsible Person(s)- as originally assigned
- Update Reported -what was reported at today's meeting
- Status - use one of: Completed | In Progress | Pending | Deferred | Escalated

After the table, add a brief narrative paragraph summarising:

- How many items were completed since the last meeting
- Any items requiring escalation or management attention
- Any items formally deferred to a future meeting

[PASTE PREVIOUS ACTION POINTS HERE]

[PASTE TODAY'S UPDATE NOTES HERE]

Pro Tip: Circulate the previous meeting's action points to all responsible officers 48 hours before the meeting with a request for written updates. This means your matters arising notes are already partially prepared before you sit down.

PROMPT 10

Minutes Confirmation and Amendment Record

For formally documenting the confirmation of previous minutes

When to use: Use to produce the formal opening section that documents confirmation of the previous meeting's minutes, any amendments requested and the formal adoption of the record.

Act as a professional Board Secretary. I need to document the formal confirmation of the previous meeting's minutes.

Meeting details:

- Organisation: [Insert organisation name]
- Current meeting: [Insert meeting title and date]
- Previous minutes being confirmed: [Insert meeting title and date]
- Were amendments requested? [Yes / No]
- If yes, describe amendments: [Insert description]
- Proposed by: [Insert name and designation]
- Seconded by: [Insert name and designation]

Produce the formal minutes confirmation section with:

- A statement confirming the minutes were circulated to all members prior to the meeting
- A record of any amendments requested, described precisely
- A formal resolution confirming adoption: with or without amendment as applicable
- Names of the member who proposed adoption and the member who seconded

If no amendments: 'The minutes of the [previous meeting] held on [date] were reviewed and confirmed as a true and accurate record of proceedings. Proposed: [Name]. Seconded: [Name].'

[PASTE YOUR NOTES ON THE CONFIRMATION DISCUSSION HERE]

Pro Tip: Minutes confirmation is a governance formality that many secretaries rush through. Document it fully. If amendments were made, record them precisely; vague references to 'minor corrections' are insufficient at board level.

PROMPT 11	**The Governance Headline Generator™** *For generating professional governance-grade headings*

🎯 **When to use:** Use whenever an agenda item needs a stronger, more professional heading. Replace generic labels like 'Staff Matter' or 'Branch Issue' with executive-level governance headings.

Act as an experienced Board Secretary and Governance Documentation Specialist.

Review the discussion below and generate five professional governance-style headings suitable for board minutes, management meeting minutes, committee reports or strategic session documentation.

The headings should:

• Reflect the core issue being discussed

• Capture organisational context

• Sound professional and executive-level

• Be suitable for board-grade documentation

• Avoid generic headings such as 'Staff Matter', 'Loan Issue' or 'Branch Report'

Discussion:

[Insert discussion or brief description of the agenda item]

Generate five headings in this format:

• Formal Governance Heading

• Strategic Governance Heading

• Executive-Level Heading

• Concise Professional Heading

• Board-Grade Preferred Heading

Example: Instead of: 'Staff Matter' or 'Loan Recovery'

Generate: 'Workforce Stability and Staff Retention Concerns'

Generate: 'Loan Portfolio Recovery Performance Assessment'

Pro Tip: Use this prompt every time you feel an agenda item heading is too vague or too generic. Strong headings communicate professionalism before the reader has processed a single line of content beneath them.

PROMPT 12

The Action Points Verification Prompt™

For ensuring no action points, responsibilities or deadlines are omitted

When to use: *Use after producing any set of minutes to catch the most common governance failure: discussions captured, resolutions captured, but nobody assigned responsibility.*

Act as a Governance Compliance Reviewer and Board Secretary.

Review the attached meeting minutes and identify every action point arising from discussions, resolutions and management directives.

For each action point identify:

• The action required

• The responsible person or department

• Any timeline mentioned

• Expected reporting requirements

Also identify:

• Discussions that appear to require action but have no assigned responsibility

• Resolutions that are vague or lack accountability

• Follow-up items that may need monitoring at subsequent meetings

Present your findings in a professional Action Points Register with columns for:

Action Item | Responsible Officer | Timeline | Status | Notes

Flag any item where responsibility is unclear or missing.

[PASTE YOUR DRAFT MINUTES HERE]

Pro Tip: Run this prompt on every set of minutes before circulation. The most embarrassing outcome at any subsequent meeting is for management to ask 'Who was supposed to do this?' and the minutes to have no answer. This prompt eliminates that risk.

PROMPT 13

The Executive Summary Generator™

For transforming lengthy minutes into a concise executive briefing

When to use: Use when leadership needs a rapid overview of what was discussed and decided without reading the full minutes. Ideal for board packs, donor updates, audit reviews and governance reporting.

Act as an Executive Reporting Specialist.

Using the attached meeting minutes, prepare a one-page Executive Summary suitable for the Executive Director, Board Chairperson or Senior Management Team.

Structure the summary under the following headings:

- Key Issues Discussed
- Major Decisions Reached
- Strategic Concerns Identified
- Risks Requiring Attention
- Action Points Requiring Follow-Up
- Matters Escalated for Leadership Attention

Requirements:

- The summary should be concise, professional and suitable for executive review
- Each section should contain only the most significant points
- Language should be formal, direct and decision-oriented
- No conversational phrasing — write for a senior executive audience
- The entire summary should fit on one page

[PASTE YOUR MEETING MINUTES HERE]

Pro Tip: This is one of the most powerful prompts in the vault for career advancement. The professional who can produce both full minutes AND a clean executive summary demonstrates governance maturity that goes beyond secretarial function. Use it proactively, not just when asked.

PROMPT 14

The Governance Language Upgrade Prompt™

For transforming ordinary workplace language into board-grade governance language

When to use: *Use whenever a section of your draft sounds too informal, too conversational or too plain for the governance standard expected. Also use to train your own writing by studying the before-and-after output.*

Act as an experienced Governance Writer and Board Secretary.

Review the text below and rewrite it using professional governance language suitable for board meetings, management meetings, committee reports and executive documentation.

Ensure the revised version:

- Sounds professional and objective
- Uses governance-oriented language
- Avoids conversational expressions
- Maintains the original meaning exactly
- Reflects institutional communication standards

Text:

[Insert text to be upgraded]

Example:

Before: 'Everybody agreed the branch was doing badly.'

After: 'Management observed that branch performance remained below established targets and emphasised the need for corrective interventions.'

Pro Tip: Study the before and after pairs this prompt produces carefully. Over time, your own writing will begin to naturally adopt governance language patterns without needing the prompt. This is how you internalise the board-grade standard.

PROMPT 15

The Resolution Strengthening Prompt™

For converting weak resolutions into clear, accountable, board-grade decisions

When to use: *Use whenever a resolution in your draft feels vague, lacks assigned responsibility, or fails to communicate a clear institutional decision. This is your final quality control before submission.*

Act as an experienced Board Secretary and Governance Adviser.

Review the resolutions below and strengthen them to reflect board-grade standards.

Ensure every resolution:

- Is clear and unambiguous
- Assigns responsibility where appropriate
- Includes accountability measures
- Reflects executive decision-making
- Uses professional governance language

Resolution:

[Insert resolution to be strengthened]

Present your response in this format:

- Original Resolution
- Improved Board-Grade Resolution
- Explanation of Improvements Made

Example:

Weak Resolution: 'Management agreed to look into the matter.'

Board-Grade Resolution: 'Management resolved that the Head of Operations should conduct a comprehensive review of the matter and present findings and recommendations at the next Management Meeting.'

Pro Tip: Apply this prompt to every resolution before submission. A weak resolution is the most common reason minutes are returned for revision.

> A strong resolution is the clearest evidence that the secretary understands governance documentation at its highest level.

FINAL NOTE

AI Accelerates.

Professional Judgement Determines the Standard.

Artificial Intelligence can accelerate documentation, but it cannot replace professional judgement. The most effective governance documentation combines three critical elements, and this vault is built entirely around that understanding.

🏛	Institutional Understanding: Understanding the organisation, its priorities, culture and governance requirements. No prompt can replicate the knowledge of a secretary who has sat in the room, observed the deliberations and understood what leadership considers most important.
📋	Professional Frameworks: Applying structured documentation principles such as The Board-Grade Minutes Framework™. The framework provides the discipline. The prompts operationalise it. Together they produce a repeatable, reliable system.
🤖	Technology: Using AI responsibly to improve efficiency, consistency and productivity. Not as a replacement for thinking, but as an accelerator for it.

When these three elements work together, professionals can significantly reduce documentation time while maintaining and in many cases elevating documentation quality.

The goal is not to allow AI to think for you. The goal is to use AI to help you think, write and document more effectively.

ABOUT THE AUTHOR

EDE is a Human Resources and Administrative professional with extensive experience supporting executive leadership, management committees, governance structures and institutional operations within the financial inclusion sector. Throughout her professional journey, she has served in roles that required the preparation of management meeting minutes, board-level documentation, strategy planning reports, HR reports, policy documentation and executive correspondence. Through years of practical experience, continuous learning and the application of modern productivity tools, she developed a structured approach to transforming raw meeting discussions into clear, professional and governance-focused documentation.

She is the creator of **The Board-Grade Minutes Framework™**, a practical methodology designed to help HR professionals, Administrative Personnels, Executive Assistants, Secretaries and Governance Professionals produce documentation that is clear, structured, accountable and aligned with executive expectations.

Her work focuses on improving professional communication, strengthening institutional memory, enhancing governance documentation and helping busy professionals leverage technology without sacrificing professional judgement.

Through the **Meeting Minutes Mastery™ Professional Series**, EDE shares practical systems, templates, tools and workflows developed from real world experience to help professionals reduce documentation time, improve quality and build confidence in their writing.

Professional Series Publications

• Meeting Minutes Mastery™
From Rough Notes to Board-Grade Documentation

• The Executive Minutes Toolkit™
Ready-Made Templates for Professional Meeting Documentation

• The Board-Grade Minutes Prompt Vault™
Ready-to-Use AI Prompts for Professional Secretaries

• The Board Secretary's Professional Checklist™
The Final Quality-Control System for Board-Grade Documentation

For enquiries, feedback, training opportunities, speaking engagements, consulting support or future editions of the Meeting Minutes Mastery™ Professional Series, please contact: crowndalight@gmail.com

The author welcomes professional feedback and practical insights from HR professionals, Administrative Officers, Executive Assistants, Secretaries and Governance Professionals who are committed to improving the quality of organisational documentation.