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nothing gets missed.Summarize your meeting notes automatically with NottaNow that I've gone over how to write a meeting summary in detail, you might be thinking you need plenty of time to do that. Fortunately, you can make things easier with an AI-powered meeting summarizer, and Notta is one of the best with rich features.This meeting assistant helps you record meetings, generate real-time transcripts, and summarize lengthy texts into condensed words. Not only will Notta help you save hours of organizing notes, but it will also make your summary better. Here's how to create an AI meeting summary using Notta. Step 1: Generate a transcriptNotta has a recording function that allows you to record the meeting and generate a transcript in real-time. But if you recorded the meeting with another tool, then simply import the recording files to Notta to get a transcript. Step 2: Create a summaryOpen the transcript page, then click 'General template' on the left side to quickly generate a meeting recap with all essential details. Once the AI-generated summary is ready, select 'Share' and send it to the attendees. Never miss a detail againStreamline your meeting documentation process with Notta AI meeting assistant. Easily search, review, and share meeting notes and summaries.Pro tips for writing a summary of a conferenceIf you are looking to elevate your meeting summary and make the process of writing one more efficient, here are the best practices to guide you: 1. Use a meeting summary templateMeeting summary templates serve as a guide for how you will structure your meeting summary. Creating or adopting one before you start writing your summary provides a clear direction for your writing so that you can simply plug in the relevant details from the meeting. Pro tip: We're thrilled to announce a powerful new addition to Notta: AI Templates. Simply select the template that best fits your needs, and watch as Notta transforms your raw notes into polished, concise summaries.2. Keep it concise and accurateA meeting summary should be brief and to the point, focusing on the key points and decisions made during the meeting. Avoid including unnecessary details or tangents that do not contribute to the overall summary. It is also important to ensure that the summary accurately reflects what was discussed and decided during the meeting. 3. Organize the information in a clear formatOne reason to create a meeting recap is to make it quick to review, which is impossible if all the information is put into a long paraphrase.So, organize the information in a clear format; here are some tips:Using headings or subheadings to break up different topics and sections.Using bullet points or short sentences to convey the key pointsUsing different colors4. Get feedbackBefore circulating the summary to all participants and stakeholders, consider sharing it with trusted colleagues who were at the meeting to get their feedback and ensure that the summary is clear and accurate.By following these tips, you can create a high-quality meeting summary that effectively communicates the key points. This can help ensure that everyone is on the same page and working towards the same goals.Example of a meeting summaryFor those who are planning to write a meeting summary for their team or client session, it might be confusing to understand where to start. That's why I've created the ready-to-start template, so you can get off on the right foot in no time. Meeting summary email template If you want to write a meeting summary that only targets the action items and key discussion, here's a concise and crisp template. Subject: Meeting Summary: [Title] conducted on [Date] Example: Meeting Summary: Marketing session conducted on August 20, 2023. Hey, Team! I hope you have had a productive session about [topic]. Here's a quick meeting summary so everyone can understand what was discussed and how we are planning to move ahead. Meeting Objective: You can explain the purpose or aim of the meeting in one or two sentences. Here are the key discussions and decisions we must focus on as we move ahead. Also, I've included the different topics discussed during the meeting.Topic Name 1: One-line description Topic Name 2: One-line description Topic Name 3: One-line description Action Items@name (team member) will complete the [task 1] by [due date] @name (team member) will complete the [task 1] by [due date]@name (team member) will complete the [task 1] by [due date]**If there is more information you want your team members to know, add a note after the action items section. [You can list the documents or reference links used by the host or attendees during the session.] Thank you, team, for your time and input during the meeting. Warm Regards, [Your Name] Meeting summary email exampleSubject: Meeting Recap/Summary: [Meeting Title] Hey, team! I hope you all have had a great week. As per our discussion in the last meeting, we are [here you can mention the outcome of a session such as 'we are going to start a new marketing project']. Here, I'll shed light on the keynotes from the meeting conducted on [meeting date/day]. First things first - start the summary by highlighting all the important points of the meeting. If you've resolved any issues during the session, you can mention the problems and solutions. Always analyze the key details discussed in the meeting so everyone can understand the context. Highlight the weekly and monthly priorities of action items for a smooth workflow. End the bullet points by writing action items or tasks assigned to each member during the meeting. [If you've used any external references or documents to explain the concept during the meeting, add all those links here.] (Optional) [Write the next scheduled meeting information so all team members stay in the loop.] So, team, that's it! You can start the assigned tasks and keep other team members updated. If you've any concerns, you can reply to this email or reach out to [mention any other way like a phone call or alternate email address]. Thank you. Hope you all have a great week ahead. Best Regards, [Your Name] Automate your meeting summariesIf you are still wondering how to write a meeting summary that can be shared with all the teammates in a click, all you need to do is use an AI meeting summarizer like Notta. The AI meeting summary generator scans the content and writes a summarized version so that team members don't have to go back and forth with the recorded audio files. Notta's AI Summary Generator can automatically create a condensed transcript version. With a single click, you can create an AI-generated meeting summary that includes main points, key takeaways, and action items. Sign up for a free Notta account and let the AI meeting assistant handle your transcription and summarizing tasks. FAQsWhat are the meeting summary key points? The key points of the meeting summary should help you and your team members recall all the important details discussed. Below are some of the highlights you should include while crafting a well-structured summary. All the action items or tasks assigned to the attendees with submission deadlines Decisions made during the virtual meeting Any resources, documents, or references to help teammates complete the given task The key takeaway is to summarize the entire meeting in a few sentences or bullet points. What is a good meeting format? A well-structured meeting format should give attendees a clear picture of what will happen during the meeting, who will lead the task, and a crisp outline of the topics discussed. It is usually sent before the meeting, so attendees can prepare themselves. In contrast, a good meeting summary format gives team members a quick overview of what was discussed in a meeting. It ensures everyone, including the non-attendees, can get a clear understanding of the discussed topics.