



# Meeting Summaries (w/ Notion AI)

✦ I would like a summary of the "Meeting notes" below.

Generate

Start with a summary of 4 sentences highlighting the main topics of discussion. Then, make a list of action items (each with the relevant person assigned), and next steps to follow up on the meeting.

Meeting notes

Discussion

# Quick Ai Meeting Notes Generator Guide 2025

**Marily Nika,Diego Granados**



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