

The Recap Verification Prompt

Before a recap assigns someone a task, check the sentence that supports the assignment.

Copy this prompt

Extract proposed action items from this transcript. For each, list the owner, specific action and deadline only when supported. Quote the source sentence and include its timestamp or location. Mark unclear ownership, uncertain wording and missing deadlines. Do not convert a suggestion into an agreement. Transcript: [approved excerpt].

Your checklist

1. Keep the source nearby

Use the permitted transcript or notes. Record which meeting and version you are checking.

2. Compare ownership

Does the quoted speaker actually agree to do the work, or merely mention someone who could help?

3. Compare the action

Check the scope and due date against the source. Do not add a deadline because it sounds reasonable.

4. Confirm uncertainty

Check the recording or ask the people involved when the transcript is unclear. Leave the item unconfirmed until then.

Worked example

"Maybe Jordan could review it" is a suggestion. "I will review it by Thursday," said by Jordan, supports an assignment and date. Do not treat the first sentence as the second.

Your next check

Audit this recap against the source. For each assignment, show the supporting quote or mark it unconfirmed. List the exact question needed to resolve each uncertain item.

Read online: keybuilds.ai/recap