

Create your first Claude Skill: a complete meeting-notes example

LearnIA - teaching template - 2026-10-14

Use fictional data for the first trial. Adapt this template to your context and verify the result before using it.

Brief to complete

Objective and intended decision :

Audience and context :

Documents, versions and sources :

Constraints and boundaries :

Expected output format :

Information to confirm :

Reviewer :

Starter instruction

Create a meeting record using only the supplied notes. Separate decisions, suggestions, actions and open questions. Include owner, deadline and evidence for each action. Mark missing information as not specified. Do not send messages or change external systems.

SKILL.md

name: meeting-notes

description: Turn supplied meeting notes into decisions, actions and open questions. Use when drafting a meeting record from notes or a transcript.

Use only the supplied notes.

Separate agreed decisions from suggestions.

Produce: Summary, Decisions, Actions, Open questions.

For each action include owner, deadline and supporting evidence.

Write "not specified" for missing owners or dates.

Do not send messages or modify external systems.

Check your Skill

Quality review

- ☐ Suggestions remain separate from agreed decisions.
- ☐ Every action is supported by the notes.
- ☐ Missing dates and owners are visible.
- ☐ Ambiguous test cases have been reviewed.

Verification log

Item	Source or calculation	Result	Correction

Approval and next step

Remaining errors :

Assumptions to resolve :

Retained version :

Next action and owner :

Full tutorial, example and sources : <https://learn-prompting.fr/blog/creer-premier-skill-claude-exemple>

This resource prepares a draft; it is not a certification, a grading decision, legal advice or a guarantee of results.