**2.3 | Share It | Completing Your Responsibilities Using AI – Graphic Organizer**

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| **Description of Task** | **AI Tool** | **Prompt** | **Results** |
| *Taking minutes based on recorded meeting transcript* | *ChatGPT* | *You are preparing to chair a meeting and have to prepare minutes to be approved from your prior meeting. Analyze this transcript of the prior meeting and produce minutes that can be presented for approval.* | *ChatGPT prepared minutes that were about 90% accurate and required only minimal fine-tuning before presenting them for approval at the next meeting.* |
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