Coding Mantis

COURSE EXCERPT · MODULE 4

The meeting is over. The action list is already done.

Make reads, AI picks out the tasks. No code, no API key.

BEFORE

MEETING NOTES

“1 October: report review. Sarah will prepare a draft by 7 October. The figures need checking. We could arrange a training session.”

The notes stay put. The actions get retyped.

ACTION LIST

⊗ Who, what and when – by hand again, after every meeting.

AFTER – ONE SCENARIO IN MAKE

NOTES → AI → DOCS

Report · Actions to review

Prepared by AI, not reviewed by a person

TASK	OWNER	DEADLINE
Prepare a report draft	Sarah	7 October
Check the figures	not stated	not stated

TO CLARIFY: Arrange a training session – a suggestion, not a task.

- Original untouched
- Result saved separately

✓ No invented names or dates. You review it and move it into your planning.

01 Connect the steps
Notes → AI → Docs. Make runs the whole chain.

02 Paste the instruction
from the course; the field replaces the [square brackets].

03 Review the result
and only then move it into your planning.

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