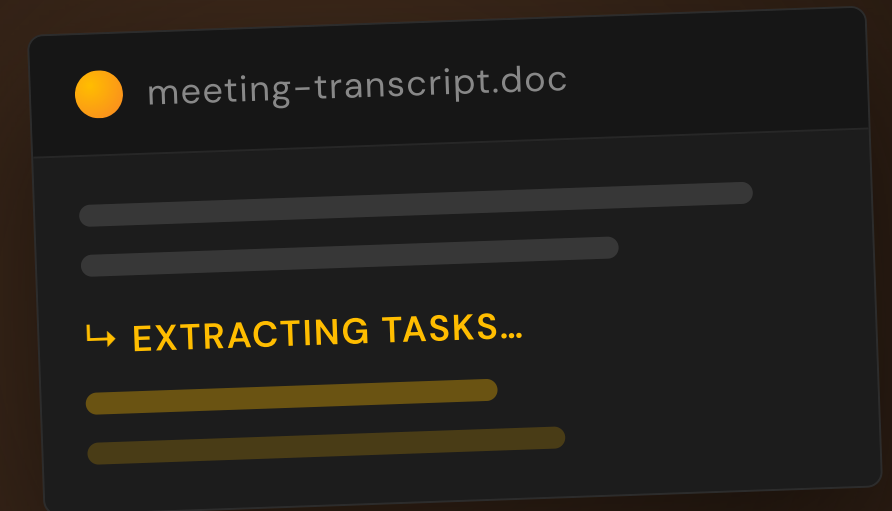


Gemini as Your Project Manager

Turn meetings into execution.

A practical AI workflow for founders, creators, freelancers, and teams.



The gap between **talking** and **doing**.

Most meetings end the same way. Decisions get made out loud, owners are implied but never written down, and the real work scatters across heads, chats, and half-finished notes.

Gemini closes that gap. Point it at the conversation and it behaves like a project manager who never misses a detail — turning an hour of talk into a structured plan of who does what, by when.

WHAT A MEETING USUALLY LEAVES BEHIND

Scattered tasks

Unclear ownership

Lost decisions

Forgotten deadlines

No follow-up

Conversation in. Execution out.

Capture the meeting.

1 Turn on transcription

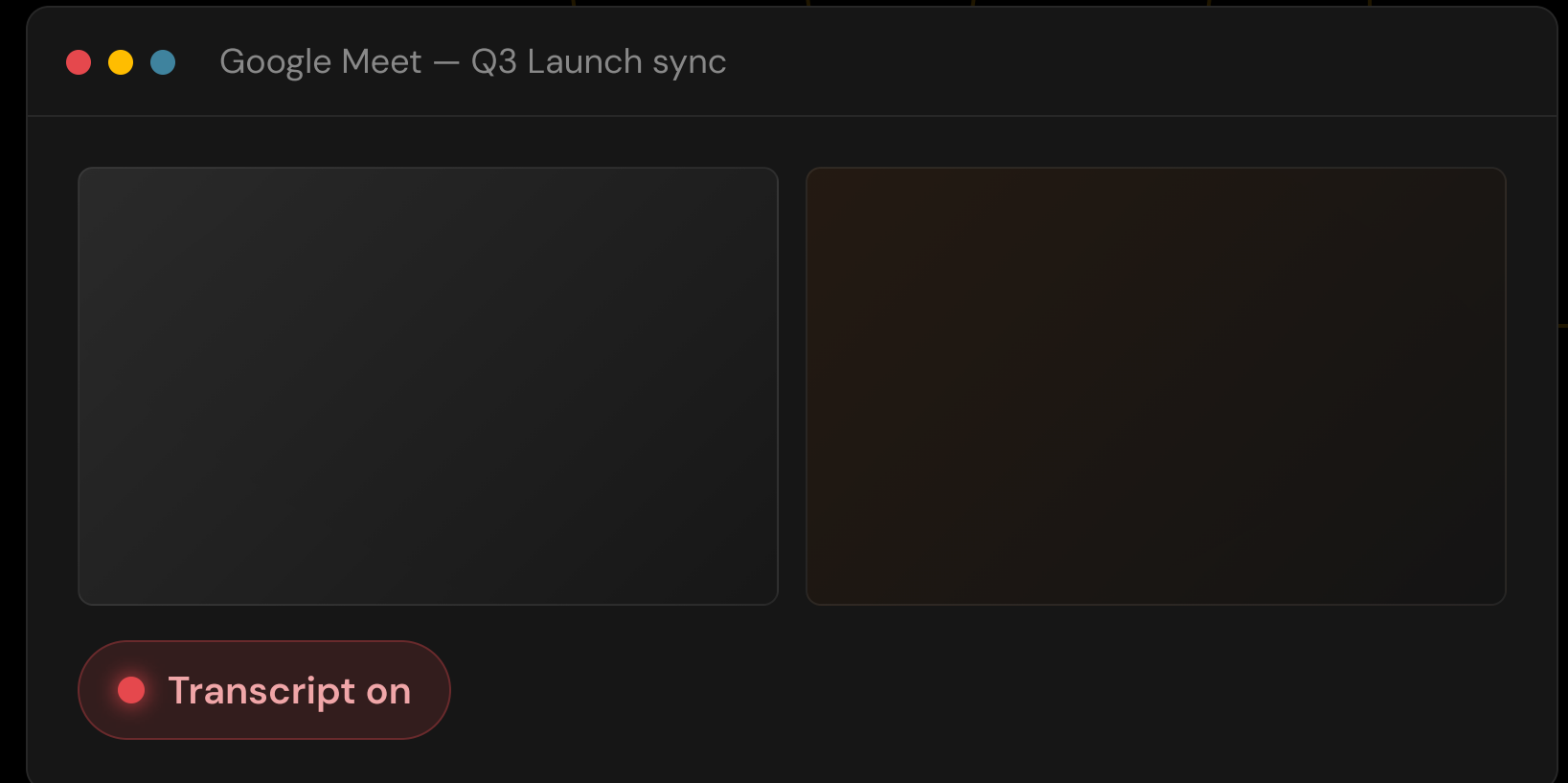
Inside Google Meet, open the menu and start a transcript before the conversation begins.

2 Let Google do the work

The transcript is captured live and saved straight to your Google Drive when the call ends.

3 Keep the raw file

That document is the source material — every task and decision Gemini finds traces back to it.



Your transcript is your project data.

Hand it to Gemini.

Two ways to get the transcript into Gemini — pick by how your files are stored.

RECOMMENDED The fast method

- Open Gemini and start a new prompt.
- Type **@Google Drive** and reference the transcript file directly.
- Gemini reads the file in place — no copying, no cleanup.

@ Google Drive > Q3-launch-transcript.doc

FALLBACK The manual method

- Open the saved transcript document.
- Select all, then copy the full conversation.
- Paste it straight into the Gemini prompt box.



Optional: drop a real Gemini screenshot

The executive summary.

One prompt strips out the noise and hands back only what matters — so you read the meeting in thirty seconds, not thirty minutes.

- **Objective** — why the meeting happened.
- **Decisions** — what was actually settled.
- **Open questions** — what's still unresolved.

● Executive summary

paste · run

You are my executive assistant. Read the attached transcript and **ignore all small talk, interruptions, and tangents**. Return three sections:

- 1) **Objective** — why this meeting happened, in one sentence.
- 2) **Decisions** — every concrete decision that was made.
- 3) **Open questions** — anything raised but left unresolved.

Keep it tight. No filler.

The task delegation system.

● Action items

paste · run

From the same transcript, extract **every action item**.
Return a table with columns:

Task · Owner · Deadline · Priority · Depends on ·
Blocker.

If an owner or deadline was never stated, mark it
"Unassigned" so I can follow up. Don't invent tasks
that weren't discussed.

Gemini output

TASK	OWNER	DUE	PRIORITY
Finalize launch copy	Maya	Jun 4	High
Build pricing page	Leo	Jun 9	Medium
QA checkout flow	Unassigned	—	High
Draft press list	Priya	Jun 12	Low

Blocked: Checkout QA waits on the pricing page.

The MVP brief generator.

Meeting → **Actionable project**

Beyond a task list, Gemini can frame the whole initiative — so a loose conversation becomes a brief your team can build from immediately.

OBJECTIVE

Ship a self-serve checkout MVP.

AUDIENCE

Solo founders on the free plan.

TIMELINE

Build wk 1–2 · QA wk 3 · Launch wk 4.

DELIVERABLES

Pricing page, checkout, receipt email.

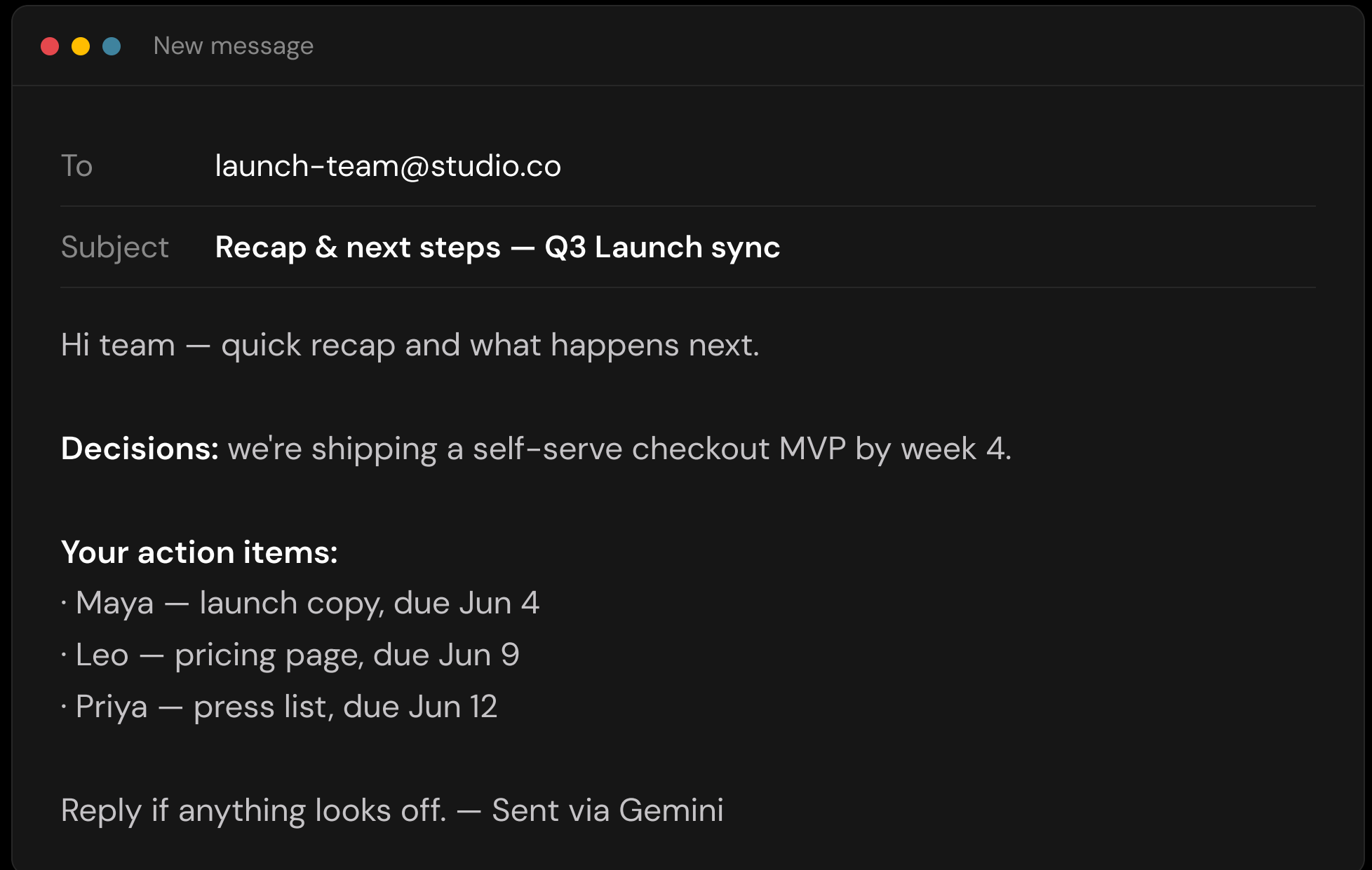
CONSTRAINTS

No new vendors. Existing design system.

Automated follow-up emails.

Gemini drafts the recap before anyone leaves their desk — recapping the call, restating who owns what, and locking in the next steps.

- Summarizes the meeting in a line.
- Reinforces ownership and deadlines.
- Sends everyone off aligned.



The anti-useless-meeting system.

● Meeting audit

paste · run

Be honest. Based on this transcript:

- Could this have been an email or an async message?
- Which items drove real decisions vs. status updates?
- Who was in the room but didn't need to be?
- Give me one way to run it leaner next time.

VERDICT

"Could've been an email."

Real decisions	2 of 9 items
Attendees needed	3 of 7
Time recoverable	~40 min / wk



Stop collecting meetings. Start creating momentum.

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