AI Use Case Examples for Small Teams

Here are practical ways small teams can use AI in day-to-day project management:

• Drafting progress reports using ChatGPT based on bullet points or meeting notes.

• Using Grammarly to edit project funding applications or outreach emails.

• Auto-generating follow-up tasks after a team meeting using Notion AI.

• Transcribing feedback sessions using Otter.ai and sharing summaries with stakeholders.

• Setting up Trello + Butler to remind volunteers of their upcoming tasks each Friday.