

## 1. Overview

This document defines the technical process to:

- Identify the Slack Channel: Vantage Financial Meetings
- List the latest 7 days of messages from that channel
- Automatically retrieve the latest meeting recorded in that Slack channel which starts with: **\*\*Vantage Financial Meeting Summary\*\***
- Generate tasks and action items derived from that meeting
- Identify the board from Vantage Financial on Monday.com.
- Create those tasks inside the “Test Group” board in Monday.com under the Vantage Financial workspace.