AI Committee Task

Email Automation & AI Classification System

Technical Documentation

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Contents

Overview

This System Aim to facilitate Dealing with large number of emails by two different AI scripts. The Aim of the project is to:

- Facilitate Sending Large amounts of emails.
- Classifying Emails Based on its Type.
- Routing emails into different Excel/Google Sheets based on recipient and intent
  The goal is to reduce manual email handling and ensure consistent classification.

The Target Audience of this project is HR Committee. But it Can be customized as will be shown in this file.

Scope

Included

- Email fetching

- CC vs Direct email detection

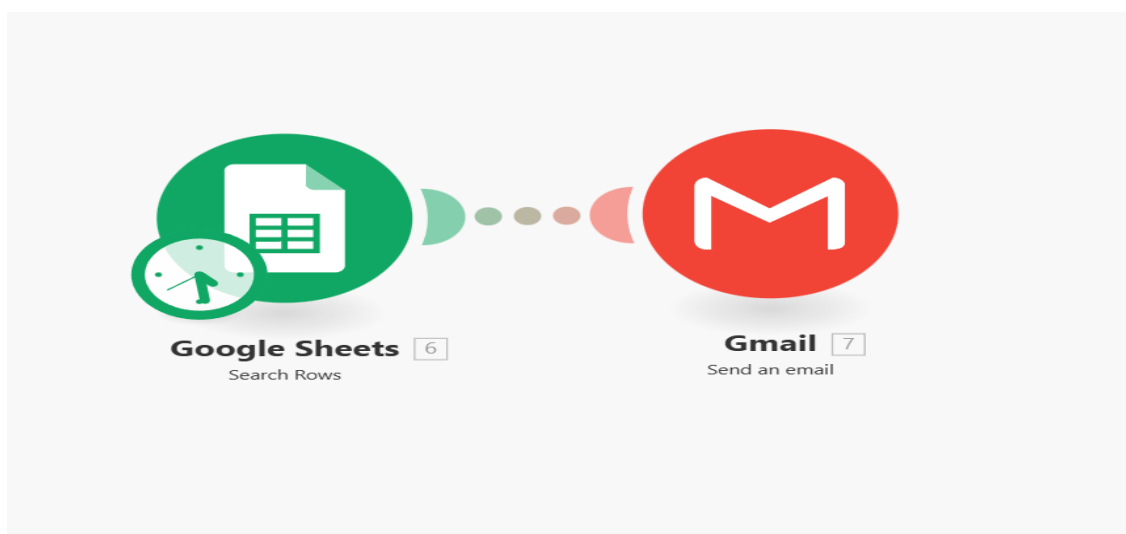- AI-based intent classification

- Sheet routing

- Scheduled execution

Not Included

- Manual email replies

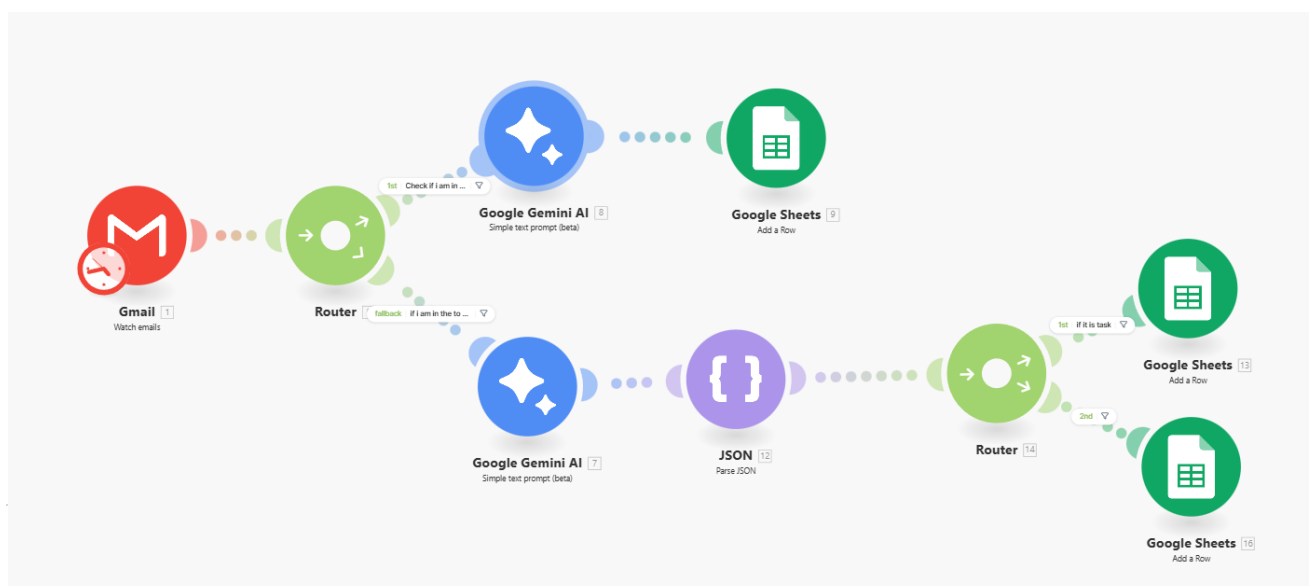- Long-term email storage

- Spam filtering

Workflow

Stack Send Script

- Fetch the Excel Sheet you determined
- Access your personal email
- Make Changes to the template you determine and send it to the email
- Repeat this process for each row

Email Classification System

- Script runs every **15 minutes**
- Fetches new unread emails
- Extracts email information
- First classification between cc or send
- Enter to Gemini then extract important information
- Store all the details inside the excel sheet

AI Agent Design

Ai Agent Rule

Responsible for 3 different parts:

- At CC: Summarize the Purpose of the Email
- At sender: Classify Email to excuse or task and extract the excuse information like who asked for the excuse, reason of excuse and committee he belongs to

Input

First Node:

- You are email Evaluator expert, I want u to categorize this email to summarize the email, determine if it is urgent to respond to or not output is only the summary in a Polt points email
- Full Email Body

Second Node:

You are an expert email evaluator.

Your task is to analyze the provided email content and classify it into ONE of the following types ONLY: - "task" - "excuse"

Rules:

1. You MUST return a valid JSON object only.

2. Do NOT include explanations, text, or formatting outside the JSON.

3. Use double quotes for all JSON keys and values.

4. If information is missing, use null.Return ONLY valid JSON.

5.Do not use markdown.

6.Do not add ```json or ``` .

7.Do not add explanations.

Classification logic:

- If the email requests, assigns, or describes work to be done → Type = "task"

- If the email explains absence, delay, apology, or inability to attend or complete something → Type = "excuse"

If Type = "excuse":

- Extract the reason for the excuse in short clear text.

- Extract the committee's name mentioned in the email (if any).

If Type = "task":

- Generate a short, clear summary of the task (1–2 sentences).

Output format:

{

  "Type": "task | excuse",

  "Committee": "string | null",

  "Reason": "string | null",

  "TaskSummary": "string | null"

}

Important:

- If Type = "excuse", TaskSummary MUST be null.

- If Type = "task", Reason MUST be null.

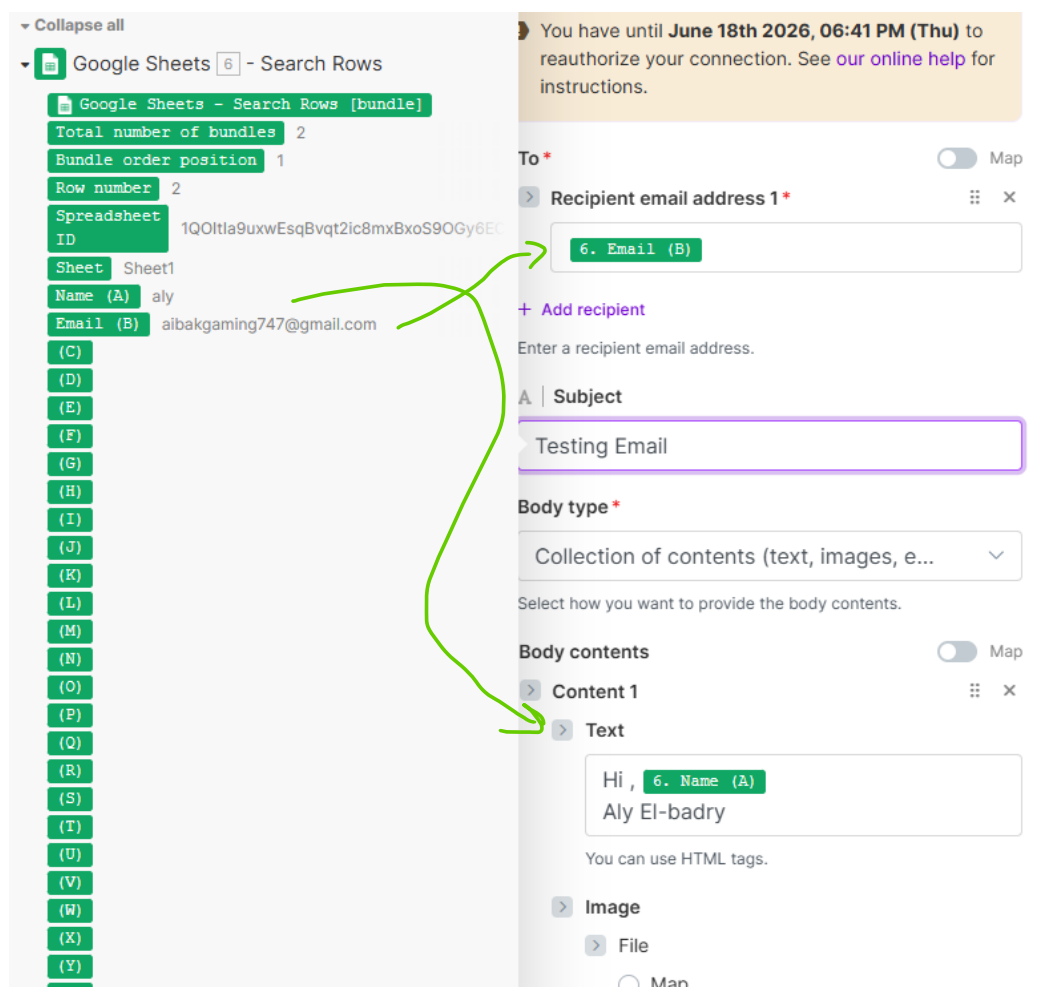- Committee should be null if not mentioned.

email: Full Text Body of email

Output

-    First Email: Summarize for cc email
-    Json File contain Type, Committee, Reason, Summary

Making the System Work on Any Email Account

Bulk Email Sender

- Install Script from this link
- Go to make.com
- Make account
- Click on "Create Scenario"
- Go to "…" at the top right of the page
- Click "Export Scenario"
- Upload file u downloaded
- Prepare Excel File with emails
- Go to Excel node
- Click connect to my account and give him authentications
- Choose the sheet at spreadsheet id
- Make a right Click and click "Run This Module"
- Go to Gmail node
- Click connect to my account and give him authentications
- Prepare Email Template
- Drag and drop places that will be changed based on your excel sheet and run the module

Email Automation System

- Install Script from this link
- Go to make.com
- Make account
- Click on "Create Scenario"
- Go to "…" at the top right of the page
- Click "Export Scenario"
- Upload file u downloaded
- Add your google account for Gmail and excel sheet
- Choose sheets you want each path result to be saved at
- Click on this button to activate script