

# UX/UI Enhancements for an AI-Powered Meeting Transcription App

**Objective:** Design a web-based, AI-driven meeting assistant (a disruptor to Otter.ai) that provides enhanced transcripts and summaries of meetings for meaningful use by all stakeholders. The design must blend a minimalist, Apple-inspired aesthetic with engaging gamification elements, while remaining enterprise-ready (secure, scalable, and integrated with business tools like Google Calendar/Outlook for auto-joining meetings). Below is a comprehensive list of UX/UI enhancements and design principles to achieve this goal.

## Minimalist, Apple-Inspired Design Principles

- **Clarity and Simplicity:** Embrace Apple's philosophy of clean and intuitive interfaces. The UI should be uncluttered and easy to navigate, allowing users to find what they need without confusion. Even complex features (like AI analytics or advanced settings) must be presented in a straightforward way. Apple's design approach "prioritizes clear, simple, and intuitive interfaces that let users navigate... effortlessly," making even advanced functions accessible with minimal learning curve <sup>1</sup>. In practice, this means using a **minimalist layout** with plenty of whitespace, clear typography, and focus on core content (the meeting transcript and key summaries) without extraneous distractions.
- **"Design is How It Works":** Following Steve Jobs' famous maxim, prioritize functionality and usability in every design decision <sup>2</sup>. A beautiful interface must also be *highly usable*. Ensure that **every element has a purpose** and contributes to an easy workflow. For example, provide obvious controls for recording or joining meetings, and clear indicators for ongoing transcription. Users should never feel lost in the app – the design should *communicate* what to do next at each step (e.g. tooltips, guided hints), much like Apple products guide users rather than leaving them frustrated <sup>3</sup>. The **navigation** should be shallow and logical (e.g. Dashboard, Meetings, Transcripts, Account), so users can answer "Where am I? Where can I go next?" at a glance.
- **Consistency and Familiarity:** Apply a consistent visual language and interaction pattern throughout the app. Buttons, icons, and labels should behave uniformly across the platform. This is critical in an enterprise app – consistent layouts make the system easier to learn and trust <sup>4</sup>. Drawing inspiration from Apple's Human Interface Guidelines, use **standard icons and gestures** that users already recognize (e.g. a familiar play/pause icon for audio playback, a share icon for sharing notes). Consistency builds user confidence, as people "don't want to start relearning how to use another model" of a tool they already know <sup>5</sup>. Also ensure the design is **responsive** and works well on different devices (desktop, tablet, mobile), since busy professionals might access transcripts on the go. Otter's product is praised for an intuitive UI that "works well across devices," setting a baseline we must meet or exceed <sup>6</sup>.
- **Focus on Content (Minimal Chrome):** Use a minimalist aesthetic reminiscent of Apple's clean style – "less is more." Only display controls and buttons when they are needed, and emphasize the meeting content itself. For example, during a live meeting transcription, the transcript text and speaker labels

should take center stage, with options (like highlighting or commenting) appearing in context on hover or selection. By decluttering non-essential graphics or settings, we avoid overwhelming the user. A *clean, organized layout* not only looks elegant but also improves usability <sup>7</sup>. This minimalism must be balanced with providing powerful features (the app should “**just work**” seamlessly without exposing unnecessary complexity up front). Advanced options can be tucked away in settings or “advanced” sections so power users can find them, but casual users aren’t intimidated on first use.

- **Visual Excellence and Feedback:** In line with Apple’s attention to detail, polish the micro-interactions. Use smooth animations and transitions to make the experience feel high-end and responsive (e.g. a subtle animation when the AI summary is generated, or a satisfying checkmark and highlight when an action item is completed). Ensure legible font choices and an accessible color scheme (meeting contrast standards) for enterprise users. Every interaction – from clicking “Start Recording” to reviewing a summary – should feel *snappy and satisfying*. Visual feedback (like a tiny waveform animation during live transcription) can reassure users that the app is actively working on their behalf. These touches contribute to an overall feeling of a *premium, yet simple* product, much like an Apple app that is powerful but feels effortless to use <sup>1</sup>.

## Seamless Calendar Integration & Enterprise Readiness

- **One-Click Calendar Connectivity:** The app must integrate with Google Calendar and Outlook Calendar so that scheduled meetings can be handled intelligently. During onboarding, prompt the user to connect their calendars with clear OAuth flows. The design should reassure users that this integration is secure and worthwhile (e.g. explaining that it enables automatic meeting attendance). Once connected, the **UI can display a user’s upcoming meetings** in a sidebar or dashboard, showing which ones are set to be auto-recorded. Users should see at a glance which events will have the AI assistant joining. For instance, each calendar event might have a toggle or indicator for “AI Notetaker On/Off” that they can control. This gives transparency and control over the integration.
- **Auto-Join Meeting Assistant:** Implement an **AI meeting agent** that can automatically join virtual meetings (Zoom, Google Meet, Microsoft Teams, etc.) as a participant to record and transcribe. The design should make it easy to enable or disable this on a per-meeting or global basis. Otter.ai’s *OtterPilot* already provides auto-join for Zoom/Meet/Teams when activated <sup>8</sup>, and our app should streamline this further. For example, a user could toggle “Auto-join all meetings” for hands-free operation or manually invite the bot for specific events. Indicate clearly in the UI when the bot is active (e.g. a status saying “AI Assistant is attending your current meeting”). If a meeting is being recorded, provide a live status on the dashboard (“Transcribing: Project Update Meeting...”). Importantly, design this feature with **privacy in mind** – some meetings might be sensitive, so it should be easy to *exclude* certain events or pause the recording at any time. (For instance, a big “Pause Recording” button should be accessible during a session to respect off-record moments – a feature even more advanced solutions like Fellow allow <sup>9</sup>.)
- **Enterprise-Grade Permissions & Security:** To be enterprise-ready, the app must accommodate organizational security requirements without sacrificing UX. This means supporting **Single Sign-On (SSO)** for easy and secure logins, role-based access controls (so, for example, an admin can manage team workspaces), and compliance features like data retention settings. Otter’s Enterprise plan highlights needs like SSO, custom data retention, and admin controls <sup>10</sup> – our app should build these in from the ground up. In the UI, provide an **Admin Console** for enterprise customers where

they can manage users, set permissions (who can see which transcripts), and review usage analytics. Despite these powerful features, keep the admin interface as clean and user-friendly as the main app (possibly following design cues from modern enterprise apps that hide complexity behind progressive disclosure). Security features (like encryption status or a notice that “your transcripts are private to your team”) can be communicated in-app to build trust.

- **Integration with Productivity Tools:** Beyond calendars, the app should **integrate with common enterprise tools** to fit into various workflows. Design convenient share/export options for notes and summaries: e.g. “Send to Slack”, “Create Jira ticket from action item”, “Export to Notion/Confluence”, etc. Otter.ai already connects to tools like Dropbox for storage <sup>8</sup>, and alternatives like Fathom or Fellow integrate with CRMs and project tools <sup>11</sup>. A disruptive app should go further – offering integrations with task managers (to sync meeting action items to Asana or Trello), email (to send summaries to attendees automatically), and knowledge bases. **In the UI, context menus or buttons** could allow these exports with one click. For example, an action item in the transcript could have a small “✓” or “Export” button next to it, which when clicked lets the user turn it into a task in their chosen tracker. Such integrations make the transcript immediately *actionable*. Also consider a **Zapier or API integration** for tech-savvy teams to create custom workflows – but ensure the presence of these capabilities doesn’t clutter the interface for regular users (they can be tucked under an “Integrations” settings page). By being API-first and integration-friendly, the app positions itself as *enterprise-ready*, fitting smoothly into a company’s existing ecosystem.
- **Shared Team Workspace:** Design the app to accommodate **collaboration at scale**. In an enterprise setting, multiple people might access and collaborate on meeting notes. Provide shared folders or workspaces where teams can see all meetings and transcripts related to their projects. The UI should allow organizing transcripts by team, project, or client. Permissions can be set at the folder or document level (with icons indicating a note is private or shared). Collaborative editing features (similar to Google Docs) let stakeholders highlight text, add comments, or correct transcript errors in real-time. Otter already supports live highlighting and commenting in shared notes <sup>12</sup>; our app should make this a core experience: e.g., **mention users** in comments (with @name) to flag important segments to a colleague, or mark certain transcript sections as “important” for everyone. Ensuring *everyone stays aligned* is a key value – Otter’s automated meeting summary emails are designed so “you and your calendar guests” all receive the same information after a meeting <sup>13</sup>. We can mirror this by offering automatic sharing of the summary within the workspace or via email to all invitees, with a link to the full notes. The design goal is that **no stakeholder is left out** – whether they attended or not, they can easily access the meeting’s outcomes through our app.

## AI-Enhanced Transcripts and Summaries for All Stakeholders

- **High-Accuracy, Real-Time Transcription:** The core of the app is its live transcription capability, powered by AI (ASR – automatic speech recognition). The UX should show the transcription in real time during the meeting, with minimal lag, so users can follow along if needed. Clearly label speakers (e.g., “Alice: [text]”, “Bob: [text]”) – possibly with colored tags or avatars for each speaker to improve readability. Accuracy is paramount; aim for state-of-the-art speech-to-text so that the transcript needs little manual correction. (Otter users report up to 95% accuracy in good conditions <sup>14</sup>, which sets a benchmark.) If the AI is unsure of a phrase, the UI could underline it or flag it for review, allowing users to correct it in-line. This transparency helps stakeholders trust the transcript. Also, consider multi-language support if targeting global enterprises – transcripts could be

generated in the meeting's spoken language or even translated on the fly. A **live word-by-word stream**, along with a rolling timestamp, helps everyone keep track of the conversation, and latecomers to a call could quickly scroll through what was said earlier. After the meeting, the final transcript should be **searchable** (with a search bar to find keywords across all meetings) and **editable** (so users can clean up any errors or redact sensitive info as needed).

- **Automated Summaries & Highlights:** The standout feature (and primary “disruptor” angle) is the AI-generated meeting summary. No matter how long or dense a meeting is, the app should *“condense it into a short, easy-to-read summary.”* In other words, one of the AI's best features is to instantly provide the key points and takeaways <sup>15</sup>. The summary should be presented prominently at the top of the saved transcript (or in a dedicated “Summary” tab or panel for that meeting). Use an easily scannable format, like a brief paragraph of overall summary followed by bullet points of **Key Takeaways**. Where possible, make these bullets actionable and specific (e.g., **“Decision:** Launch date moved to Q3”, **“Action Item:** John to send the revised proposal by Friday”). In design terms, use icons or bold labels to categorize these ( for ideas, for decisions, for action items, ? for questions, etc.), so stakeholders can visually parse the summary quickly. We can leverage NLP to identify such elements – similar to how Fireflies.ai “highlights key questions, decisions, next steps” in its summaries <sup>16</sup>. Our summaries must go beyond Otter's basic approach; whereas *Otter's automated summaries* can sometimes be vague “word clouds” lacking context <sup>17</sup>, our app should produce coherent sentences or bullet points that truly capture the meeting's essence. The language should be professional but concise, and if possible, the summary could be tailored to the meeting type (e.g., recognizing a sales call vs. an engineering stand-up and adjusting tone or content). Remember that **every stakeholder** – from a busy executive who didn't attend, to a team member who needs details – should find value in this summary. It might be worth offering **multiple views** of the summary: a one-paragraph executive summary for high-level overviews, and an expanded outline (with sub-bullets under each agenda topic discussed) for those who need more detail.

- **Action Items and Task Management:** Automatically extracting action items is critical for making the notes *meaningful*. Whenever the AI detects phrases like “I will...”, “we need to...”, or assigns a task, it should flag that as an Action Item. In the UI, perhaps have a dedicated **“Action Items” panel** or sidebar in each meeting note. This panel can list all tasks with checkboxes, assignees, and due dates (if mentioned or added). Otter's meeting summary email gives a quick list of tasks for follow-up <sup>18</sup>; our app can integrate this directly into the interface, allowing users to check off tasks or convert them into tickets. Each action item should be linked to the transcript (e.g., clicking it jumps to that moment in the transcript for context). Conversely, in the transcript view, key statements that are detected as tasks could be highlighted or labeled (perhaps with a slight background color or an icon). Users themselves should also be able to mark any transcript snippet as an action item or important highlight with one click (for example, selecting text and clicking “Add Action Item” or a ★ icon to mark a highlight). These **user-defined highlights** could feed into the summary or a “Takeaways” section, similar to Otter's Takeaways feature <sup>19</sup>. The goal is that by the end of the meeting (or immediately after), *all stakeholders know what needs to happen next*. By integrating light task management (even if it's just marking done/completed), the app remains useful beyond the meeting itself – it helps drive accountability. This is especially enterprise-friendly: teams can rely on the app not just for notes but to ensure follow-through on meeting outcomes.

- **Contextual Information & Attachments:** Often meetings involve discussing documents or slides. Our app should capture that context to enrich the transcripts. This could mean integrating with the

video conferencing API to detect when a screen is being shared or a slide deck is presented. Otter's solution of **automated slide capture** during meetings is a great example – images of the slides are inserted into the transcript timeline <sup>20</sup>. We should incorporate a similar capability: if a presenter shares a screen, take periodic screenshots or let the user manually capture a screenshot that gets embedded at the right timestamp. The UI would show an image thumbnail inline with the transcript text (and in the summary email or page, you might see key images under a "Slides & Images" section). Additionally, allow **attachments** or links to meeting resources (agenda, documents) to be associated with the meeting entry. A minimalist design can keep these supplementary materials tucked away behind a paperclip icon or a collapsible section ("Attachments") to avoid cluttering the main transcript view. Providing this richer context makes the transcript far more useful to stakeholders who can't see the original visuals – they can still glean information from the slides or documents discussed.

- **Interactive Post-Meeting Experience:** Once a meeting is over and the AI has generated the transcript and summary, make the review experience engaging and valuable. The transcript should have **playback controls** to listen to the audio at any point (with timestamps on each line or paragraph for reference). Stakeholders can click a timestamp or a sentence and play from that point – this is useful if tone or exact wording matters for them. Moreover, implement an **AI query/chat feature** on the transcript: users could ask questions in natural language, like "What did we decide about the budget?" or "Who is responsible for the next steps on marketing?" The AI (drawing from the transcript) can answer or even highlight the relevant passage. Otter has introduced an AI chat that lets users get answers from their meetings <sup>21</sup> – a disruptive app should not only include this but make it more conversational and easy to use (possibly integrated as a chat widget on the transcript page). This way, someone who didn't attend the meeting can literally ask the AI assistant, and get the info they need without reading the whole transcript. This feature could be gamified slightly (for instance, showing a friendly chatbot icon or giving the assistant a helpful persona) but should above all be **accurate and context-aware**. All these enhancements ensure that the meeting content isn't just recorded and forgotten – it's processed and presented in ways that *each stakeholder* can utilize: whether it's a team member checking what tasks they have, a manager skimming highlights, or a new colleague searching past discussions for decisions.
- **Personalization and Stakeholder Views:** To truly make the output meaningful for all stakeholders, consider allowing some **personalization** in how notes are presented. For example, a user could filter the transcript or summary by speaker (see only what *you* said in the meeting, which could be useful for personal follow-up). Or filter by type of content (show me all questions asked, or all decisions made). These filtering tools in the UI can help different stakeholders zoom into what matters for them. A salesperson might filter for customer questions in a sales call transcript, whereas a project manager might filter for action items across multiple meetings. Advanced design could include a **dashboard** that aggregates insights across all your meetings: e.g., "This week you had 5 meetings, 3 decisions were made, 7 action items assigned to you" – giving each user a snapshot of their engagement. (This veers into the gamification aspect as well, by "scoring" productivity, but more on that next.) Overall, by leveraging AI to structure the raw transcript into summaries, tasks, topics, and insights, the app's UI can present a *customizable experience* for each stakeholder's needs.

## Gamification for Engagement (Fun *and* Functional)

- **Why Gamify a Meeting App?** Enterprise software *does not have to be dull*. By tastefully introducing gamification elements, we can increase user engagement and even enjoyment in using the app <sup>22</sup> <sup>23</sup>. Gamification in UX means applying game-like mechanics – points, levels, challenges, feedback – to motivate users in non-game tasks. In our context, the “mundane” tasks of attending meetings, reviewing notes, and completing action items can be made more rewarding. Studies have shown that gamified features can boost user engagement significantly (one study cited nearly a 30% increase) <sup>24</sup>, because these techniques tap into human psychology and a desire for achievement. We should **mix Apple-like subtlety with gamification**, ensuring the interface remains simple and not childish, while providing incentives and positive feedback to the user.
- **Achievements and Badges:** Introduce a system of **achievements** that recognize users’ productive behaviors. For example, when a user reviews a meeting summary or completes all their action items from a meeting, the app could reward them with a badge or congratulatory message. Imagine a badge like “**🗒 Inbox Zero: Meetings Edition**” for clearing all your pending action items, or “**Consistent Note Taker**” for having the AI attend and transcribe, say, 10 meetings in a row. These badges can be displayed in a subtle profile section or settings page as a form of positive reinforcement. The key is to celebrate useful actions: reading summaries, highlighting important info, sharing notes with colleagues, etc., which in turn drives adoption of those features. This creates *intrinsic motivation* – users feel accomplished and recognized for staying on top of their meetings. It’s important to strike a professional tone (the badges should feel like fun easter eggs rather than childish stickers). For instance, using elegant icons or Apple-like trophy graphics rather than cartoonish imagery can align the gamification with the minimalist design.
- **Progress Tracking and Streaks:** Another gamification technique is to provide a sense of progress over time. The app could include **streaks** or counters for certain activities. For instance, if a user consistently joins meetings on time or reviews their summaries daily, show a streak count (“3 days in a row reviewing your meeting notes!”). Likewise, a **dashboard metric** might track “Meetings Summarized This Month” or “% of Action Items Completed”. These should be presented in a visually clean manner, like a simple progress bar or a numeric indicator, to avoid clutter. The idea is to give users feedback loops that encourage regular use: if they see they’ve transcribed 9 out of 10 meetings this week, maybe they’ll be motivated to use the app on that 10th meeting to keep a perfect record. Similarly, seeing a progress bar of action items completed could motivate teams to actually *do* the tasks from meetings (nobody wants an ever-growing backlog). By turning these productivity tasks into a kind of game, we make the experience more engaging. It’s crucial, however, to allow users to dismiss or hide these elements if they find them distracting – gamification should be an optional enhancement, not a hindrance.
- **Friendly Competitions and Team Leaderboards:** In an enterprise setting, a bit of friendly competition can spur engagement. The app might have an **opt-in team leaderboard** for certain metrics – for example, a leaderboard of who has the most consecutive meeting summaries reviewed, or which team closes action items fastest. Care must be taken here: leaderboards can be sensitive in workplace contexts (we don’t want to encourage quantity over quality or embarrass low performers). If implemented, it should be positioned as lighthearted and **collaborative**. For example, instead of individual competition, the app could set *team goals*: “This week, Marketing Team has 90% of meetings with summaries – 1st place!” and encourage others, like “Sales Team is at 85%, can you

reach 90%?”. Rewards for these could be purely digital (a special badge, or just bragging rights displayed in the app). This kind of gamification should be used carefully and likely only in large organizations where such competition could be fun. Another approach is **challenge badges** that everyone can earn (not zero-sum rankings) – e.g., a challenge like “All team members reviewed at least one meeting summary this week – reward unlocked!” which fosters a collective achievement. The UI can celebrate this with a brief animation or banner in the app (“Congrats, everyone on your team is up to date on their meetings”). This reinforces the habit of using the app and keeps stakeholders engaged.

- **Engaging Onboarding and Tutorials:** Use gamification from the very start by making onboarding into a game-like experience. Rather than a boring tutorial, present new users with a **checklist or mission**: “Let’s get you set up! [ ] Connect your Calendar, [ ] Schedule a test meeting, [ ] View your first transcript, [ ] Try asking the AI a question.” As they complete each step, a satisfying checkmark appears (and maybe a small reward like an encouraging message or badge). This turns learning the app into a mini-game, ensuring they explore key features. It’s both fun and practical – by the end of the “onboarding quest,” the user will have integrated their calendar, run a meeting with the AI assistant, and seen the summary capabilities in action. This approach reduces the learning curve and echoes Apple’s knack for making setup feel magical and gratifying (think of how Apple Watch has those activity rings – we can apply a similar concept to “ring completion” for onboarding tasks). The design should keep each step simple and not overwhelm the user – perhaps one task per screen, with a progress indicator. Positive reinforcement (like “Great job! You’ve earned the ‘Rookie Reporter’ badge for recording your first meeting.”) can make the introduction to the app memorable.
- **Micro-Interactions & Feedback for Fun:** Gamification isn’t only about points or badges; it can also be woven into the **tone and micro-interactions** of the UI. For instance, when the AI finishes generating a summary, the app could momentarily display a fun message like “Summary complete!” or a tiny burst of confetti animation – a small delight that rewards the user for waiting a few seconds. If a user completes all their action items, the app might play a soft “achievement unlocked” sound or animate the last checkbox. These emotional design elements leverage the same psychology as games – providing *emotional rewards* and a sense of accomplishment <sup>25</sup> <sup>26</sup>. Even something as simple as a progress bar filling up as the AI processes the meeting can create anticipation and satisfaction when it hits 100%. Throughout, maintain a balance: the interface should **“feel good” without detracting from efficiency** <sup>27</sup>. In other words, animations should be brief and not disruptive, and playful copy should remain professional (perhaps a dash of humor in notifications, but not too casual for enterprise users). By humanizing the experience – making the software feel more like a helpful colleague than a dry tool – we increase user affinity and long-term engagement.
- **Opt-in and Personalization:** Because different users (and companies) will have varying attitudes toward gamification, design these features to be **opt-in or customizable**. For instance, an individual user might toggle “Motivational features” on/off in their profile settings if they prefer a very straightforward interface. An enterprise admin could have the ability to enable or disable competitive leaderboards for their organization. Personalization can also extend to what motivates the user: maybe some prefer seeing number of meetings handled, while others care about streaks of days without missing a summary. Wherever possible, let users configure what metrics they track on their dashboard. This ensures the gamification elements genuinely motivate rather than annoy. When done right, incorporating *game design elements in a non-game context* “engages users and

motivates them to achieve goals through their own efforts” <sup>28</sup> – our app should exemplify this by turning the chore of meeting documentation into an engaging experience.

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## Conclusion

By synthesizing a **minimalist Apple-quality UX** with strategic **gamification** and robust **enterprise integration**, this meeting assistant app can truly disrupt Otter.ai and its peers. The key UX/UI enhancements listed – from effortless calendar auto-join and intuitive transcript interfaces, to AI-driven summaries with action items, and playful rewards for user engagement – all serve a common purpose: to make meetings more useful for *everyone* involved. The design will enable users to save time and stay aligned (as Otter’s own philosophy suggests) <sup>13</sup>, but with an even more delightful and efficient experience. Every stakeholder, whether a note-taker, a manager, or an absentee who needs the recap, will find the interface welcoming and the outputs immediately valuable. By keeping the design user-focused (human-focused) and blending functionality with emotional engagement, the app won’t just be a tool – it will feel like an intelligent partner in every meeting. This comprehensive approach to UX/UI will position our app as a compelling, next-generation meeting assistant that stands out in a crowded field, ready for both everyday users and enterprise-scale deployment.

**Sources:** The design recommendations above are informed by best-in-class practices from Apple’s design principles <sup>1</sup> <sup>7</sup>, insights from current AI meeting assistants like Otter.ai and its competitors (for example, the importance of automated summaries and calendar integration <sup>8</sup> <sup>16</sup>, and the need to improve on their shortcomings <sup>17</sup>), as well as research on enterprise UX and gamification which shows the value of engaging users through game elements <sup>22</sup> <sup>25</sup>. These sources underscore the balance of simplicity, functionality, and delight that the app must achieve. By adhering to these principles and enhancements, the product will be well-equipped to disrupt the market with a user experience that is both powerful and pleasurable to use.

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<sup>1</sup> <sup>2</sup> <sup>3</sup> <sup>5</sup> <sup>7</sup> Design Principles Used by Apple: For Better User Experience | by Purity Udeh | Bootcamp | Medium

<https://medium.com/design-bootcamp/design-principles-used-by-apple-for-better-user-experience-592574194bfb>

<sup>4</sup> <sup>22</sup> <sup>23</sup> <sup>24</sup> <sup>25</sup> <sup>26</sup> <sup>27</sup> Enterprise UX Design: Understanding Its Core Principles

<https://depalma.io/blog/enterprise-ux-design>

<sup>6</sup> <sup>8</sup> <sup>10</sup> <sup>12</sup> <sup>16</sup> <sup>17</sup> Fireflies vs Otter.ai: Which AI Notetaker Is Best in 2025?

<https://www.meetrecord.com/blog/otter-vs-fireflies>

<sup>9</sup> <sup>11</sup> Fathom vs Otter: Which is the Better AI Meeting Assistant?

<https://meetingnotes.com/blog/fathom-vs-otter>

<sup>13</sup> <sup>18</sup> <sup>19</sup> <sup>20</sup> Meeting Summary Overview – Help Center

<https://help.otter.ai/hc/en-us/articles/9156381229079-Meeting-Summary-Overview>

<sup>14</sup> <sup>15</sup> <sup>21</sup> Otter Meeting Agent - AI Notetaker, Transcription, Insights

<https://otter.ai/>

<sup>28</sup> Gamification in UI/UX: The Ultimate Guide

<https://www.mockplus.com/blog/post/gamification-ui-ux-design-guide>