

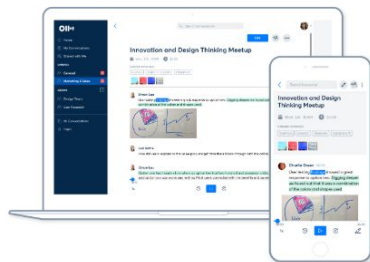
Currently Available Services: Otter.ai



Product Resources Company

Log in

Sign up



Otter is where conversations live

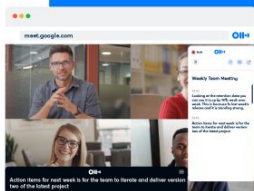
Generate rich notes for meetings, interviews, lectures, and other important voice conversations with Otter, your AI-powered assistant.

Get started

Otter.ai in the news



Otter.ai



Forbes

"Google Meet Gets One of Zoom's Best Features: Live Otter.ai Transcription"

[Read full story](#)

Interface

- Web browser

Extensions (compatible via plug-in / google extension)

- Zoom, Google-Meet

Features

- Live transcription
- Transcript available after meeting (can replay selected part of the speech)
- Highlight and Comment Options

Etc.

- Aims to be a platform (such as Slack)
- Develops own AI (other than google API) to take into account of long speech/text
- Working on summarization and action plans

Organizations who have the Otter advantage

Teams big and small trust Otter to transcribe their important conversations.

Currently Available Services: Otter.ai

Archive

Home

My Conversations

Shared with Me

Apps

GROUPS

FOLDERS

All Conversations

Trash

Otter.ai

Home

Agenda Today

Recent Activity

Welcome to Otter

Get started by recording your next meeting, interview, lecture, or important conversation.

Record or Import

Record

Import

TUTORIAL

Recording Basics

Quick walkthrough so you can record like a pro.

Get started

Run better meetings

Get reminders to record your meetings

Title your notes automatically

Invite people to view & highlight live

Connect your calendar

ACCOUNT

Basic (Free)

600 mins left

Minutes reset in 28 days

Get Otter Pro

Agenda

Record

Import

TUTORIAL

Recording Basics

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Basic (Free)

600 mins left

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Get Otter Pro

Currently Available Services: deepTalk



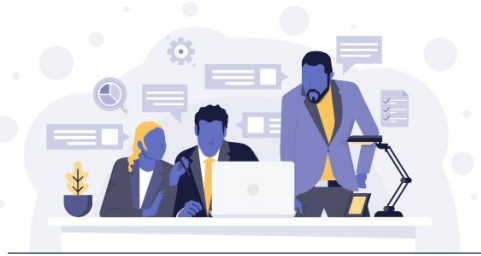
Home Blog Resources Company Remote meeting Pricing Log in

AUTOMATED MEETING NOTES FOR IN-PERSON AND REMOTE CONVERSATIONS

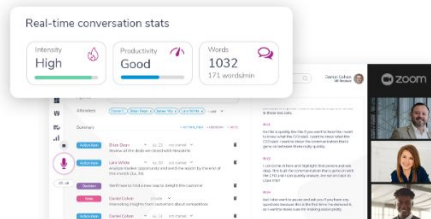
We back you up with automated meeting minutes in every conversation. deepTalk saves you time in board meetings, team management, and customer support.

Focus on the conversation, we'll do the rest automatically.

Start Now FREE



ZOOM video conferencing with
Automated Meeting Notes



Interface

- Web browser

Extensions (compatible via plug-in / google extension)

- Google Hangouts, Microsoft Teams, Webex from Cisco, Skype, Skype for Business, GoToMeeting, BlueJeans, Slack(video), etc.

Features

- Live transcription
- Transcript available after meeting
- Action item

Etc.

- Working on decisions, key insights, summary

Currently Available Services: deepTalk

Record or Import

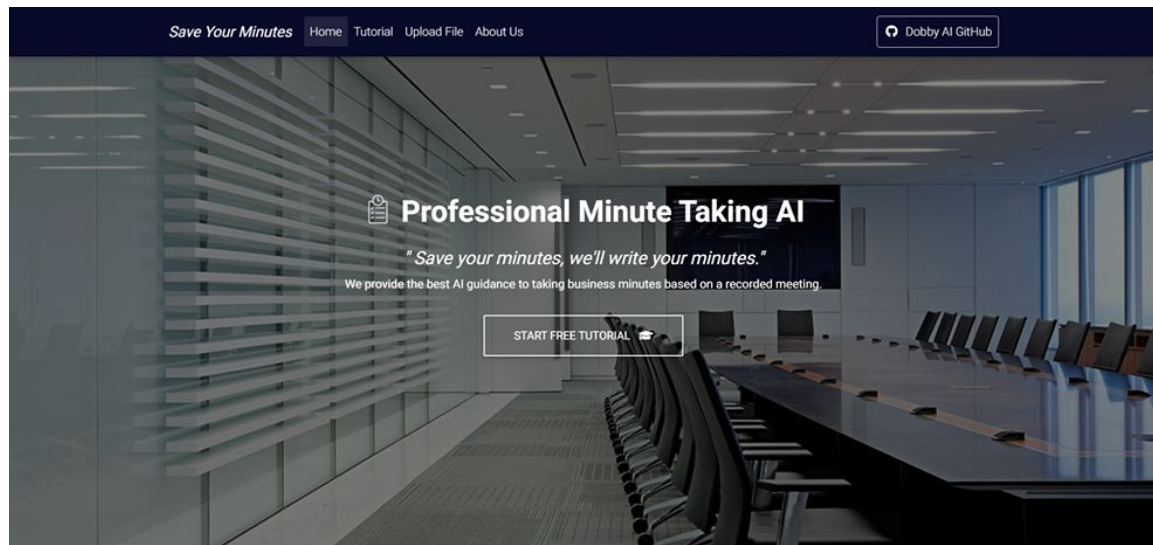
The screenshot displays the deepTalk web application interface. The browser address bar shows `portal.deepTalk-ai.com/#`. The interface is divided into several sections:

- Meeting notes (Recording):** Located at the top left, it includes a sidebar with a microphone icon and a main area with statistics: Words (247, 110 words/min), Intensity (High), Action items (2), and Productivity (Excellent).
- Transcript:** A vertical list of speech events on the right side, each with a timestamp and speaker name. An orange box labeled "Live Transcript" points to this section.
- Video Feed:** A vertical strip on the far right showing a video of two participants, Valeria and another person.
- Agenda:** A section titled "New Valeria's conversation" with a topic list (topic #1 to #7) and a description: "Discuss marketing strategy for the new project".
- Attendees:** A section showing a list of participants, including Valeria Aymbinder and an Unassigned participant.
- Action Items:** A section with a list of tasks, such as "I (Valeria) will call her and remind her she she must have forgotten."

The transcript text includes:

- 00:01:17 Unknown: Could you move it?
- 00:01:20 Victor: Yeah, it was nice surprise to me too. They are really cool guys and speaking of which.
- 00:01:32 Victor: Already added their logo to the portal.
- 00:01:38 Unknown: Wow.
- 00:01:40 Valeria: I think you know I talked to Sarah and she was supposed to say she was supposed to send me their logo. But now I see she didn't okay. I will call her and remind her she she must have forgotten.
- 00:02:01 Unknown: Yeah, please make sure you have their logo in the portal by tomorrow. Okay? Yeah, of course.
- 00:02:14 Unknown: So what about the previous issues with scope advisor

Front-end phrasing ideas



Professional Minute Taking AI
Automatic Meeting Note Service
AI-Based Meeting Solution
Next Generation of Corporate Meetings
AI Meeting Assistant

*정해야 할 것

회의록/정리본 서비스에 집중할 것인지
궁극적으로 회의 플랫폼으로서의 확장에 집중할
것인지 (아마도 전자)



About *Save Your Minutes*

Just upload your recorded meeting. Any audio files are accepted.

Read details below to learn more about *Save Your Minutes*.

Speaker-diarized transcriptions and professional minutes based on the template of your choice.

Once given the AI-driven draft of your minute, you can help yourself with adding, rearranging, and modifying.

We promise that it will be **much easier**.

DEMO ↗

Front-end phrasing ideas

Tutorial



STT

Thanks to whatever API, we can take advantage of the most advanced speech-to-text technology.



NLP

Our intelligent natural language processing tools will help you to implement your ideas easily.



SaaS

We deliver our service by a user-friendly website. You simply access it via the Internet

Watch our "5 min Quick Start" tutorial



Drop your files here!

Save Your Minutes supports any audio file(mp3, wav, m4a).

Drop files here or click to upload.

Currently Available Services

How does SYM work?

What goes on meeting minutes?

Things to include in minutes

- Meeting name and place
- **Date and time** of the meeting
- List of meeting **participants**
- **Purpose** of the meeting
- For each **agenda items**:
decisions, **action items**, and **next steps**
- **Next meeting** date and place
- Documents to be included in the meeting report

1

Team Meeting

Date
Time
Location

Meeting called by:	Enter meeting organizer here	Type of meeting:	Enter meeting type here
Facilitator:	Enter meeting facilitator here	Note taker:	Enter note taker here
Timekeeper:	Enter meeting timekeeper here		

Attendees:

Enter attendees here

Please read:

Enter reading list here

Please bring:

Enter items to bring here

Minutes

Agenda item:

Enter agenda item here

Presenter:

Enter presenter here

Discussion:

To get started right away, just tap any placeholder text (such as this) and start typing to replace it with your own.

Conclusions:

Enter conclusions here.

Action items

✓ Enter action items here

Enter person responsible here

Enter deadline here

✓ Enter action items here

Enter person responsible here

Enter deadline here

✓ Enter action items here

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Agenda item:

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Enter deadline here

What goes on meeting minutes?

Formal board meeting minutes template

DATE: Date of the meeting

PRESENT: First and last names of all those present at the meeting

ABSENT: First and last names of Committee members who are unable to attend the meeting.

1. CALL TO ORDER/OPENING REMARKS

- The time that the meeting was called to order and by whom.
- Any opening remarks summarized here.

2. APPROVAL OF THE MINUTES FROM (DATE)

- You need a motion to approve the prior meeting's minutes.
- Motion: To approve the minutes of (DATE) as circulated (or AMENDED) Motion By: Name of person (FIRST & LAST) who made the motion
- Seconded By: Name of the person (FIRST & LAST)) who seconded the motion Carried or Defeated

3. ADDITIONS TO THE AGENDA

- If there are additions to the agenda or requests for the next meeting's agenda, these would be bulleted here.

4. APPROVAL OF THE AGENDA

- Motion: to approve the agenda as circulated (or AMENDED)
- Motion By: name of person (FIRST & LAST) who made the motion
- Seconded By: name of person (FIRST & LAST) who made the motion Carried or Defeated

5. BUSINESS FROM THE PREVIOUS MEETING

- Any items from the previous meeting that need to be discussed further

6. ITEM # 1 TO BE DISCUSSED

- Put a summary of the discussion around the topic
- If any motions were made, put the information here
- If further information is needed, put follow-ups, names, and a target date here

7. ITEM # 2 TO BE DISCUSSED

- Any other items

8. ADDITIONS TO THE AGENDA

- Any added agenda Item, including a summary of the discussions around this item
- If any motions were made, put information here
- If further information is needed, put follow-ups, names, and a target date here

9. ADJOURNMENT

- Record the time the meeting was adjourned

10. NEXT MEETING (DATE)

- The next meeting date should be decided at the end of the meeting before everyone leaves. It's a handy reminder to include it at the bottom of the minutes template so it isn't missed.