Collaborate with Gemini in Google Meet

In this activity, you apply what you learned about Gemini in Google Meet while acting as a sales representative for Cymbal Retail.

Cymbal Retail is about to begin selling its newest software product, Cymbal CRM. Cymbal CRM is a cloud-based customer relationship management (CRM) system that helps retailers improve their sales, marketing, and customer service.

With Cymbal CRM, you can:

- Track customer interactions and history.
- Manage your sales pipeline.
- Create and track marketing campaigns.
- Provide better customer service.

Task 1 - Generate a background

Use generative AI to create a background image for your sales demo presentation for Cymbal CRM.

Complete the following steps:

1. Open Google Meet.
2. To open a new meeting, select **New meeting > Start an instant meeting**.
3. In the toolbar, select **More options > Apply visual effects**.
4. In the **Effects** panel, select **Generate a background**.
5. Enter a prompt.

Directions: You're meeting with a prospective client for Cymbal CRM who owns an independent coffee shop. You'd like to instill confidence in your product's ability to address their company's needs by using a meeting background that features both of your products.

6. Click **Create samples**.

   Note: *The background generation might take a few seconds.*

> **Check your work:** Does the visual contain…
>
> ☐ Coffee
> ☐ Computer (laptop or desktop)

Task 2 – Turn on translated captions

Some of the client's Brazilian suppliers who speak Portuguese will also join the meeting. Although you understand Portuguese, you haven't practiced in some time and you don't want to miss anything important during the call.

In this task, you turn on translated captions so you can view English subtitles in real-time without interrupting the flow of the conversation.

Complete the following steps:

1. In the toolbar, select **More options > Settings**, and then choose **Captions**.
2. To turn on captions, click the **Captions** slider.
3. In the **Language of the meeting** list, select **Portuguese (Brazil)**.
4. To start translating captions, click the **Translated captions** slider.
5. In the **Translate to** dropdown, select **English**.

Task 3 – Take notes with Gemini in Google Meet

After a productive meeting with your client and their suppliers, you schedule a follow-up meeting with your US-based colleagues. Your goal is to share the valuable insights gained from the client meeting, brainstorm potential strategies together, and effectively track action items to ensure a smooth implementation.

In this task, you use Take notes for me so you can focus on collaboration and idea generation while automatically capturing important discussion topics and next steps.

Complete the following steps:

1. Click **Take notes with Gemini**.
2. Click **Start taking notes**.
3. Speak for a few moments about ideas you have for a new project.
4. Click **Stop taking notes** and end the meeting.
5. Check your email for a link to the generated meeting notes document.

Note: The meeting recap will not be available immediately. You will see a temporary notice in the meeting notes that says "Meet is taking notes and will produce a summary with action items and other meeting details."