Webhook Documentation: Meeting Completed

This webhook notifies your system in real-time whenever a meeting has finished and its associated assets (recordings, transcripts, and notes) have been processed.

Event Details

- **Event Type:** meeting.completed
- **Method:** POST
- **Content-Type:** application/json

Payload Schema

Field	Type	Description
id	string	Unique identifier for the webhook event.
eventType	string	The type of event (e.g., meeting.completed).
createdAt	number	Unix timestamp (milliseconds) when the event was generated.
data	object	Contains the core meeting and asset information.
data.meeting	object	Details about the meeting (ID, name, participants, etc.).
data.organization	object	Identifiers for the account and team associated with the meeting.

data.assets	object	Links to meeting deliverables like transcripts and recordings.

Field Definitions

Meeting Object

- **startTime**: ISO 8601 timestamp of when the meeting began.
- **participants**: An array of phone numbers or identifiers for attendees.
- **atsRecordName**: The name of the record as it appears in your Applicant Tracking System (if integrated).
- **isPrivate**: Boolean indicating if the meeting is restricted to specific users.

Assets Object

- **transcriptionUrl**: Permanent link to the full text transcript.
- **recordingUrl**: Permanent link to the video/audio recording.
- **databaseNotes**: Structured notes captured during the session.
- **followUpMaterials**: Links to generated summaries or documents in .txt or .pdf formats.

Sample JSON Payload

JSON

```json
{
 "id": "evt_789456123",
 "eventType": "meeting.completed",
 "createdAt": 1765198584697,
 "data": {
  "meeting": {
    "id": "mtg_01H2J3K4L",
    "name": "Project Sync: Q4 Roadmap",
    "startTime": "2025-10-10T10:23:27.000Z",
    "ownerName": "Alex Rivers",
    "participants": ["+12345678900"],
    "atsRecordName": "First Last",
    "isPrivate": false
  },
  "organization": {
    "accountId": "acc_554433",
    "teamId": "team_998877"
  },
  "assets": {
```

```json
    "transcriptionUrl": "https://api.provider.com/v1/transcripts/abc123.txt",
    "recordingUrl": "https://api.provider.com/v1/recordings/abc123.mp4",
    "actionItemsUrl": "https://api.provider.com/v1/actions/abc123.json",
    "databaseNotes": [
      {
        "name": "Summary",
        "note": "Discussed budget and timeline for the upcoming launch."
      }
    ],
    "followUpMaterials": [
      {
        "name": "Meeting Recap",
        "txtUrl": "https://api.provider.com/docs/recap.txt",
        "pdfUrl": "https://api.provider.com/docs/recap.pdf"
      }
    ]
  }
 }
}
```

Integration Best Practices

- **Acknowledge Quickly:** Your endpoint should return a 200 OK response immediately upon receiving the payload to prevent retries.
- **Security:** Verify the webhook signature (if provided in headers) to ensure the request originated from our service.
- **Idempotency:** Use the id field to ensure you don't process the same event twice.