

# Office Hours Agent

January 2026

With Elastic Agentic Builder & Workflows



# Agenda

01

Overview

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02

Architecture Components

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03

Workflow & Automation

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04

Technical Details

---

05

Demo

# Office Hours Agent

With Elastic Agentic Builder & Workflows

## The Challenge

Manually searching through meeting recordings to find relevant information is time-consuming and unscalable.

## The Solution

A **scalable, serverless architecture** that automates ingestion, processing, and indexing of meeting content from **Google Drive** into **ElasticSearch** using **Gemini 2.5 Pro**.



# Key Benefits



## Zero-Touch Automation

System automatically detects new content based on folder creation dates. Zero manual intervention required.



## Secure & Scalable

Uses Cloud Functions with strict IAM and application-level secrets. Auto-scales to handle any volume.



## Cost Efficient

Serverless architecture means we only pay for the seconds of compute used during ingestion.



## Search Ready

Data is structured and pushed immediately to Elastic as "semantic\_text" for instant retrieval.

# Pipeline Architecture

ELASTIC WORKFLOWS & AGENT BUILDER FLOW



## 1 The Trigger

Runs on a **Daily Schedule**.

- Scans Google Drive specifically for yesterday's recording.

## 2 The Processing

Retrieves the **video file** via **Apps Script**.

Passes file to **Ingestor Cloud Function** for secure handling.

## 3 AI Analysis

Sends video to **Gemini 2.5 Pro** via **Vertex AI**.

Generates **verbatim**, timestamped **transcript** & chunks.

## 4 Ingestion

**Structures** the data.

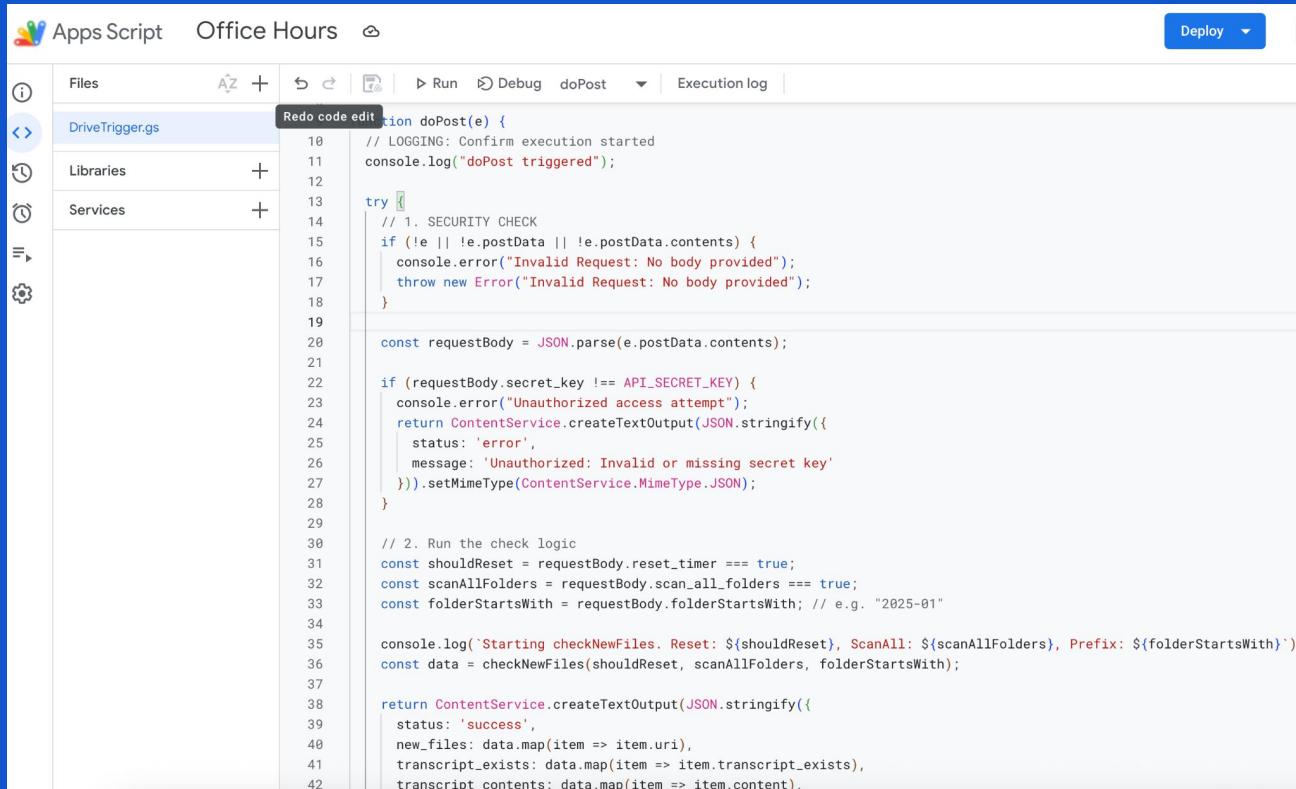
Indexes directly into **office\_hours\_qa** for instant RAG availability.

# The Watchdog: Apps Script

**Role:** Acts as the bridge between Elastic and Google

Drive's internal file system.

- ✓ **State Management:** Maintains a LAST\_CHECK\_TIME state to only process net-new content.
- ✓ **Intelligent Scanning:** Scans subfolders (e.g., 2025-12-10) for organized data ingestion.
- ✓ **Optimization:** Prioritizes .transcript.vtt files to save compute costs, falling back to video if needed.
- ✓ **Security:** Implements a Shared Secret handshake to reject unauthorized requests.



The screenshot shows the Google Apps Script editor interface. The left sidebar displays 'Files' with 'DriveTrigger.gs' selected, 'Libraries', and 'Services'. The main code editor area contains the following JavaScript code:

```
function doPost(e) {
  // LOGGING: Confirm execution started
  console.log("doPost triggered");

  try {
    // 1. SECURITY CHECK
    if (!e || !e.postData || !e.postData.contents) {
      console.error("Invalid Request: No body provided");
      throw new Error("Invalid Request: No body provided");
    }

    const requestBody = JSON.parse(e.postData.contents);

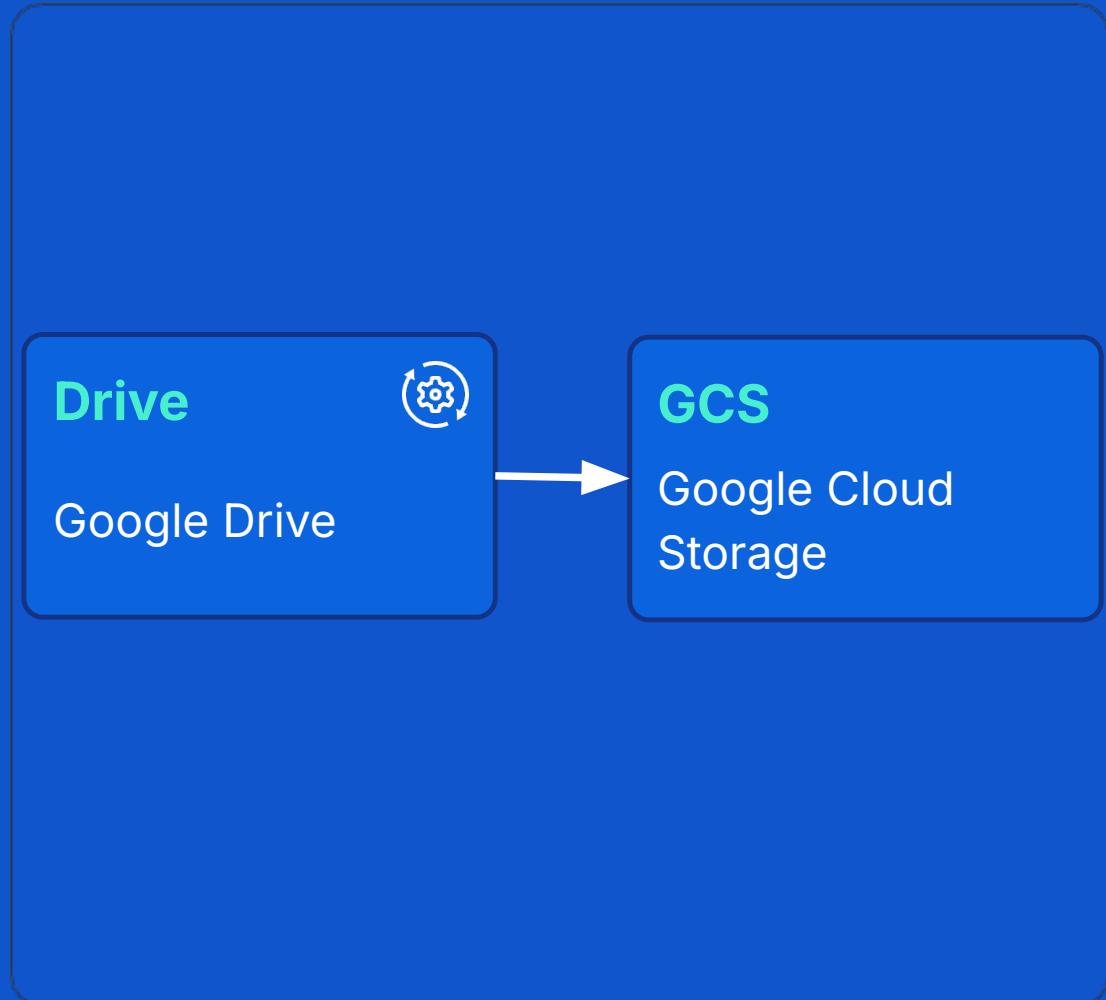
    if (requestBody.secret_key !== API_SECRET_KEY) {
      console.error("Unauthorized access attempt");
      return ContentService.createTextOutput(JSON.stringify({
        status: 'error',
        message: 'Unauthorized: Invalid or missing secret key'
      })).setMimeType(ContentService.MimeType.JSON);
    }

    // 2. Run the check logic
    const shouldReset = requestBody.reset_timer === true;
    const scanAllFolders = requestBody.scan_all_folders === true;
    const folderStartsWith = requestBody.folderStartsWith; // e.g. "2025-01"

    console.log(`Starting checkNewFiles. Reset: ${shouldReset}, ScanAll: ${scanAllFolders}, Prefix: ${folderStartsWith}`);
    const data = checkNewFiles(shouldReset, scanAllFolders, folderStartsWith);

    return ContentService.createTextOutput(JSON.stringify({
      status: 'success',
      new_files: data.map(item => item.uri),
      transcript_exists: data.map(item => item.transcript_exists),
      transcript_contents: data.map(item => item.content),
    }));
  }
}
```

# The Mover: Ingester Cloud Function



- Role:** Securely moves data from user-facing Google Drive to backend infrastructure.
- ✓ **Secure Auth:** Authenticates as a Service Account with strict scope limitations.
  - ✓ **Streamed Transfer:** Streams large media files directly to Google Cloud Storage (GCS) without loading them entirely into memory.
  - ✓ **Metadata Handling:** Detects MIME types and preserves file metadata during transit.

# The Processor: Splitter & Cleanup

## ⌘ Intelligent Chunking

Prepares large media for Gemini AI analysis by enforcing size constraints.

- **Dynamic Logic:** Splits files based on logical chunks based on Q&A answer segments.
- **Context Safety:** Ensures chunks fit within the AI model's context window.
- **Timeout Prevention:** Breaks monolithic files into segments to avoid HTTP timeout errors.

## trash Automated Hygiene

Maintains a clean, stateless environment to control storage costs.

- **Post-Index Trigger:** Activates immediately after data is confirmed in Elastic.
- **Targeted Deletion:** Identifies original video source and all generated ephemeral chunks.
- **Cost Control:** Ensures we pay \$0 for storage of processed temporary files in ada-bucket.

# The Orchestrator: Elastic Workflow

**Role:** The central brain that coordinates the sequence.

- ✓ **Triggering:** Initiates the Apps Script scan.
- ✓ **Looping:** Receives list of new files and iterates through data to perform analysis.
- ✓ **Indexing:** Pushes final structured data (Video Source, Transcript Text, Folder Link) into the office\_hours\_qa Elastic index.



The screenshot shows a workflow configuration page titled "Office-Hours-QA-Bank-Demo". The page includes a "Back to Workflows" link, a "Saved 1 hr. ago" timestamp, and tabs for "Workflow" (selected) and "Executions". The workflow code is displayed in a monospaced text area:

```
1 name: Office-Hours-QA-Bank-Demo
2 description: Scheduled daily drive transcript ingestion. Ensure transcript file exists in month folder and vtt. This workflow will analyze and extract QA, chunk and ingest into Elastic and Cleanup GCS (used as t
3 tags: [ "ada", "drive-automation", "office-hours-search" ]
4 triggers:
5   - type: scheduled
6     with:
7       every: 1440m
8
9 consts:
10  splitterUrl: "https://us-central1-your-project-name.cloudfunctions.net/split_video"
11  appsScriptUrl: "https://script.google.com/macros/s/you-path/exec"
12  chonkerUrl: "https://us-central1-your-project-name.net/split-document-func"
13  role: "user"
14
15 inputs:
16   - name: user_question
17     type: string
18     required: true
19     default: "Describe in detail the questions and answers in the video. Capture all the solution details. each Q/A section."
20
21 steps:
22  # -----
23  # STEP 1: CHECK DRIVE (Returns list of new GCS URIs)
24  # -----
```

# Next Steps



## Semantic Search Optimization

Review mapping for the Semantic Search Index to improve relevance. This will power a Q&A chatbot specifically for engineering teams.



## Video Search Fallback

Add capability to search video visual contents directly in cases where text transcripts are missing (pending Elastic workflow conditional updates).

# Thank you!

