**Mini-Task**

**Client Diet Intake Automation Workflow**

Automate the summarization and notification of client diet intake form submissions using OpenAI's GPT-4 and Slack.

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# Overview

This document outlines a simple but powerful workflow designed to save time, reduce manual effort, and help diet coaches make faster, more informed decisions. Using Google Forms, GPT-4, and Slack, every new client submission becomes a clean, easy-to-read summary delivered right to your Slack — no copy-pasting or decoding needed.

# Tools Used

## Google Forms

Used to collect structured inputs from clients regarding their dietary goals, habits, preferences, and health status in an easy, accessible format.

## Google Sheets

Automatically stores and organizes all form responses in a structured, tabular format for backend processing and script access.

## Google Apps Script

Acts as the automation engine. It connects the form data to external services (OpenAI and Slack), handles triggers, API calls, and data flow without manual intervention.

## OpenAI API (GPT-4)

Processes raw client inputs and converts them into short, human-readable summaries that highlight key information like goals, diet type, and activity level.

## Slack Webhooks

Instantly delivers the GPT-generated summary to a specified Slack channel, allowing diet coaches to review client details in real-time without checking spreadsheets.

# Workflow Snapshot

A client submits a response through a Google Form. That response is automatically summarized using GPT-4 and delivered as a clean, readable summary to your Slack channel for immediate review.

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**Figure 1:** *Visual representation of the automation process*

# Execution Steps & Proof

Below is a brief outline of how the automation works in practice, followed by a sample code snippet that powers the workflow.

## A client submits the intake form via Google Forms.

For this workflow, I used an actual client intake form designed by my sister, a certified dietician who manages multiple clients weekly. She collects detailed nutritional and lifestyle information to design custom plans. I created this automation to support her by transforming her manual data review process into a seamless, AI-assisted workflow—saving her hours of work and giving her A screenshot of a computer

AI-generated content may be incorrect.instant insights right in Slack.

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**Figure 2:** *Google Form Used for Diet Intake and submission*

## The form response is automatically logged in the linked Google Sheet.

This allows structured access to each submission, enabling scripts to read and process the data in real-time without manual intervention.

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**Figure 3:** Google Sheet Showing Logged Form Response

## Google Apps Script triggers the onFormSubmit() function

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AI-generated content may be incorrect.whenever a new form response is added. This event-driven automation ensures immediate processing as soon as the client submits the form.

**Figure 4:** *Google Apps Script Code for GPT-4 & Slack Automation*

## The raw text response is sent as a prompt to OpenAI's GPT-4 model via its API.

The model processes the client's input and generates a concise, human-like summary tailored for diet planning.

## The generated summary

The generated summary is then formatted into a clean Slack message and delivered instantly to a designated Slack channel using an Incoming Webhook, ensuring real-time visibility for the diet coach.

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**Figure 4:** Slack Summary Generated by FormSummaryBot

# Conclusion

This workflow demonstrates how simple tools like Google Forms, Apps Script, and Slack can be combined with advanced AI (GPT-4) to transform a manual client intake process into a smart, time-saving solution. By automating summaries and delivering insights instantly, it empowers dieticians to focus on what matters most—creating better, personalized plans for their clients. This approach is scalable, reusable, and can be customized for various industries beyond nutrition.