**Actioning Your Meeting Next Steps**

using Transcripts and AI

What does this do?

* **Retrieve Meeting Transcript:**  
  The workflow starts by querying Google Meet for conference records using a specific meeting ID. It then locates and downloads the corresponding transcript file from Google Drive.
* **Extract Transcript Content:**  
  A PDF loader processes the downloaded file to extract the transcript’s text, converting it into plain text that the AI can easily analyze.
* **AI-Powered Summarization & Analysis:**  
  An AI agent takes the extracted transcript and:
  + Summarizes the meeting in clear, concise notes.
  + Highlights key points and important contributions from each attendee.
  + Identifies next steps or, if none are explicitly mentioned, suggests up to three follow-up actions.
  + Determines if a follow-up meeting should be scheduled based on the discussion.
* **Automate Follow-Up Actions:**  
  If the analysis indicates that a follow-up is needed, the workflow can trigger tools to automatically create a new calendar event and invite the relevant attendees.
* **Structured Output:**  
  The insights—such as the summary, highlights, and follow-up details—are neatly organized into a structured JSON format using an output parser.
* **Guidance Throughout:**  
  Throughout the process, sticky notes provide helpful instructions and troubleshooting tips (for example, setting the correct calendar event ID or ensuring the transcript is available), making it easier to set up and understand the workflow.