Meeting Notes into your To Do List

Meetings have evolved. With the help of AI transcription tools like Fireflies, Otter, and Supernormal, teams no longer need to worry about missing important details—these tools reliably capture and summarize discussions. But while meeting content is increasingly well-documented, the **critical next step— translating discussions into actions—remains largely manual**.

This automation has also changed user behavior. I for example, would assiduously take notes on pen and paper, before these AI notetakers arrived. But now, they have broken this habit. Problem here is that, in the past, one would have written something on paper, and would review it at a later time and hence some of these action items would come to the fore, but our dealing of emails is transactional, and hence there is a very good chance, that these notes, get buried in the pile of email we all get, and never see light of the day.

This is the gap we set out to close: **automatically extract action items from meeting summaries delivered via email, and synchronize them directly into task tracking systems like Jira, Asana, or Todoist**.

Reframing the Problem

We approached the problem with a few foundational assumptions:

- The system should require **no change in user behavior**. People already receive meeting summaries via email.

- Action items in emails should be **understood, not just parsed**. Natural language is messy, and we needed semantic understanding to separate status updates from new tasks.

- Task systems should be treated as **unified to-do destinations.** Where the user keeps all his todo items.

With this in mind, we built an intelligent automation layer that bridges email and action-tracking systems—turning unstructured summaries into structured,

meaningful work.

The system begins by allowing users to connect their email accounts, which serve as the primary intake channel for AI-generated meeting summaries. These summaries, typically received shortly after meetings, are automatically accessed and analyzed without requiring any change in user behavior. Once email integration is complete, the user configures a task management system—such as Jira—to serve as the destination for identified action items. Although Jira is used as the reference implementation, the system is built to support other productivity tools like Asana or Todoist with minimal changes.

To ensure continuous operation, the system polls the user's inbox and retrieves the most recent emails.

> 💡 How many days of email or how many emails, should be figured out by discussing with future users. It is best to keep this flexible and configurable, with the only caveat, that we should define a largish upper limit which denotes Fair Usage.

The system filters out emails with meeting notes from the emails. These are assumed to contain meeting summaries from AI agents. For each email, the system applies natural language processing techniques to detect actionable content such as tasks, updates, or follow-ups, filtering out general commentary or irrelevant notes.

> Enhancement : Note that as of now we read each email and decide whether this is a email with action items or not, but ideally we should map to signatures of standard AI note takers and pull out only those emails.

The extracted content is then semantically matched against existing tickets in the configured task system. If a corresponding task already exists, the system updates its status or appends contextual notes derived from the email. If no match is found, a new task is created with appropriate metadata. Action items are internally categorized into two buckets: updates to existing tasks and newly created tickets. Both types are synchronized back into the task system in a structured format.

Additionally, a webhook mechanism is supported for real-time processing, allowing the system to respond instantly when a new summary email arrives.

Why This Matters

This system is built for organizations that want to:

- **Ensure consistent follow-through** after meetings.

- **Reduce manual overhead** in updating and creating tickets.

- **Improve cross-team visibility** on what has been discussed and decided.

By treating email as a universal interface and task systems as execution layers, we've created a model that works regardless of meeting platform or workflow tool.

Looking Ahead

While the prototype uses Jira as the task system, the underlying framework is flexible. Support for tools like Asana, Todoist, ClickUp, or even Notion is easily extendable.

Future enhancements we're considering:

- Priority and assignee inference.

- Meeting-to-ticket linking for traceability.

- Slack and calendar integration to expand beyond email.

Final Thoughts

In a world where AI tools help us *capture* more than ever, the real challenge becomes what we *do* with that information. This system is a step toward actionable intelligence—where meetings don't just end with summaries, but with real, visible progress in the systems where work happens.

If your teams rely on meetings and already use email and task systems, this workflow can transform how you move from conversation to completion.