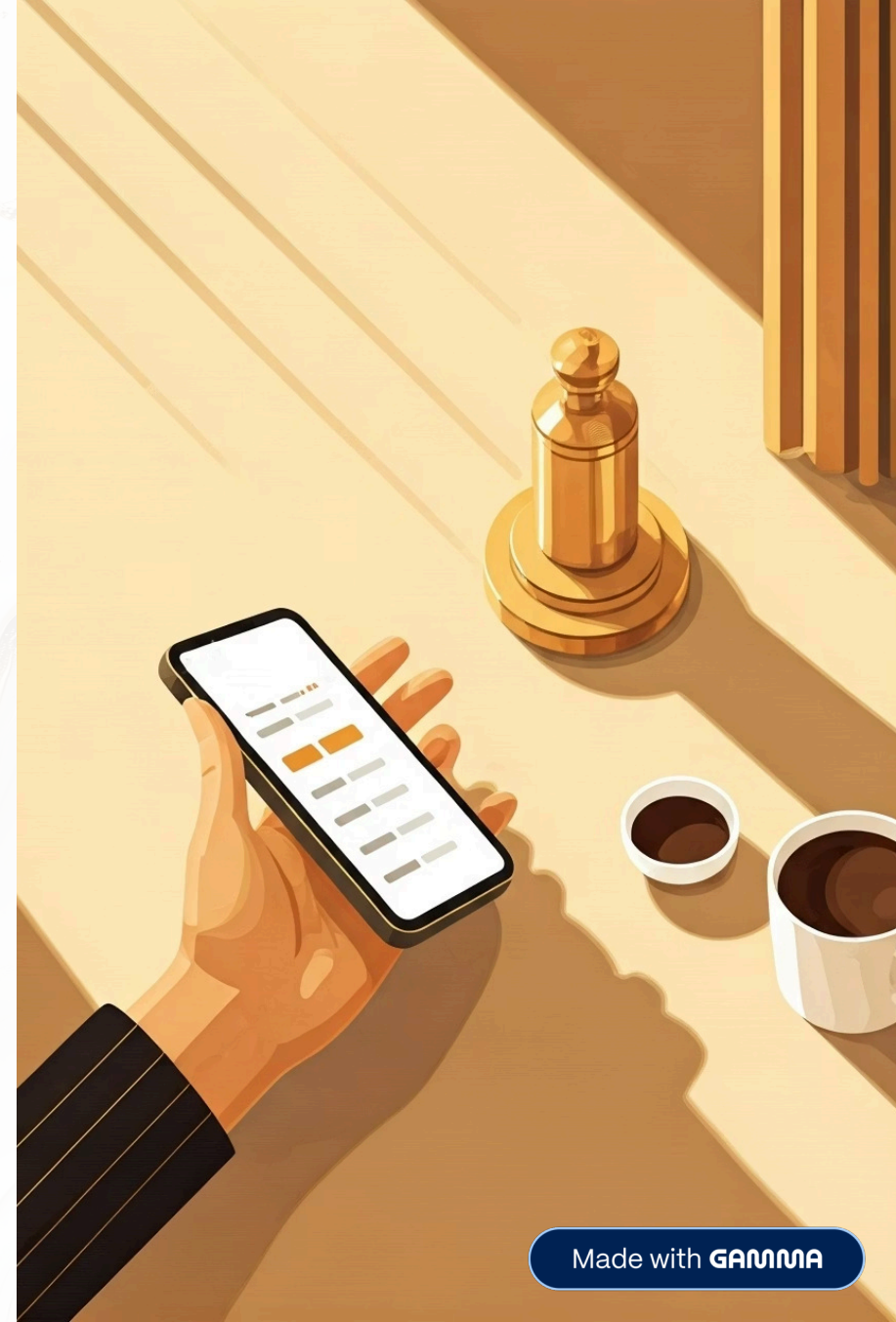# Auto-Summarize Daily Meeting Notes from Google Calendar Events

Transform your meeting management with an automated solution that pulls notes from Google Calendar events and delivers concise summaries to your inbox. Perfect for busy professionals who need quick access to key discussion points and action items without manual compilation.

The Problem & Value Proposition

The Challenge

Many professionals juggle multiple meetings each day, and manually compiling or reading meeting notes can be time-consuming.

Our Solution

We automate the process of pulling meeting notes from Google Calendar events and summarizing them into a daily email digest.

This is especially valuable for managers, project leads, or any team member who wants a quick overview of the day's key discussion points and action items.

Workflow Overview

Daily Trigger

A Scheduler runs once per day (evening or next morning)

Fetch Events

Use Google Calendar action to retrieve all meetings for the day

Aggregate Notes

Extract Description field and combine notes

AI Summarization

Send notes to ChatGPT to generate bullet-point summary

Format Output

Ensure bullet-list format

Email Delivery

Send the summary as an email to the user

Toolstack

Zapier
Orchestration of workflow

Formatter
Text cleanup (optional)

Google Calendar
Source of meeting descriptions

Gmail
Email delivery

OpenAI/ChatGPT
Summarization engine

How AI is Used

AI performs text summarization, transforming unstructured meeting notes into structured, concise bullet points.

The AI specifically highlights:

- Key decisions made during meetings
- Action items assigned to team members
- Important discussion points
- Follow-up tasks

Edge Cases & Limitations

Missing Notes

Empty event descriptions provide no content

Length Limits

Long text may exceed AI input size

Accuracy

AI may omit or misinterpret details

Privacy

Notes may contain sensitive info
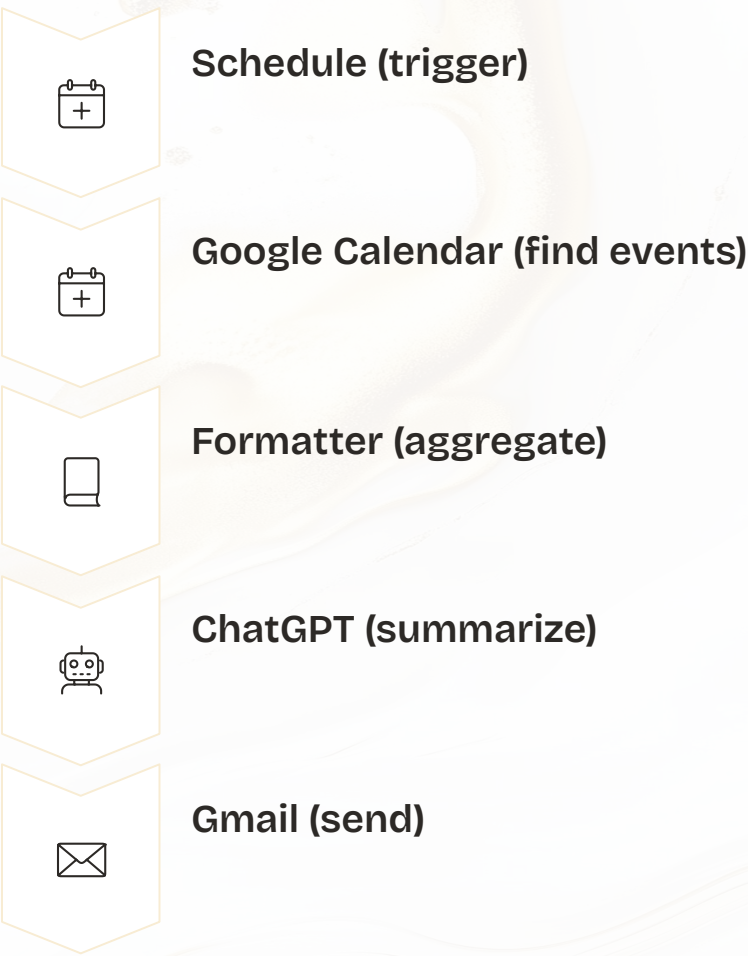
Timezones

Ensure correct trigger time

Workflow Failures

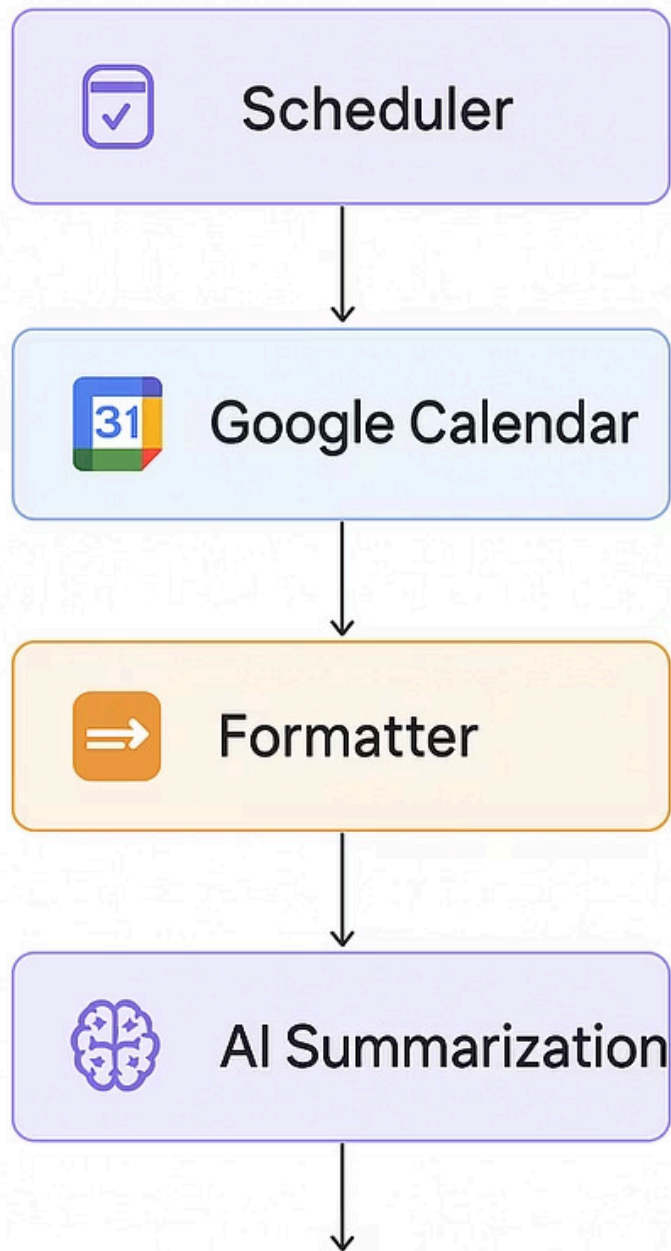Calendar API or AI downtime may cause errors

Working Prototype Example

A functional Zapier workflow includes:

Schedule (trigger)

Google Calendar (find events)

Formatter (aggregate)

ChatGPT (summarize)

Gmail (send)

The daily email includes bullet points per meeting with titles, times, and key actions.

Scheduler

Google Calendar

Formatter

AI Summarization

Visual Workflow Diagram

This diagram illustrates the complete data flow from calendar events to summarized email, highlighting how each component interacts within the automation workflow.

Implementation Benefits

Time Savings

Eliminate manual note compilation and review, saving 15-30 minutes daily

Improved Recall

Quick reference for action items and decisions that might otherwise be forgotten

Better Follow-Through

Daily reminders of commitments increase accountability and task completion

No-Code Solution

Implementation requires no programming skills, just configuration in Zapier

With this automation, you'll never miss important meeting details again, and you'll start each day with a clear understanding of your priorities based on yesterday's discussions.