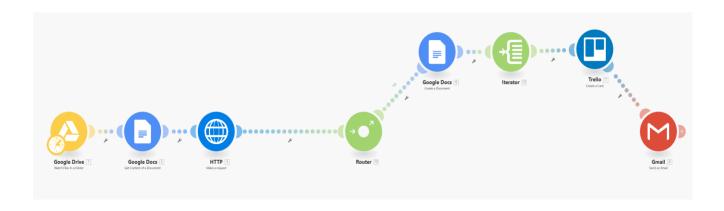
Automated Meeting Summarizer + Action Tracker

It is an intelligent workflow built using Make.com that streamlines post-meeting productivity. It captures transcripts from Zoom or Google Meet (provided by google docs), sends them to a LangChain-powered API (gemini API) to generate concise summaries and actionable items, and then distributes this information to Notion, Trello/Todoist, and Gmail. The system ensures efficient task follow-up and seamless communication with attendees.

- 1. Google drive module (): the transcript files are stored in a folder in the drive.
- 2. Google Docs module (Get Content of the Document): this reads the inputs from the file, the content is retrieved by mapping it with the document ID which is unique for each file.
- 3. HTTP request module: LangChain API Summarizes and extracts action items
- 4. Router Module: to route the json content to the next modules.
- 5. Google docs: used to store the meeting summary In gdocs file.
- 6. Iterator module: crucial for looping action items.
- 7. Trello/Todolist: for task management for action items.
- 8. Gmail: sends email to all the recipients.



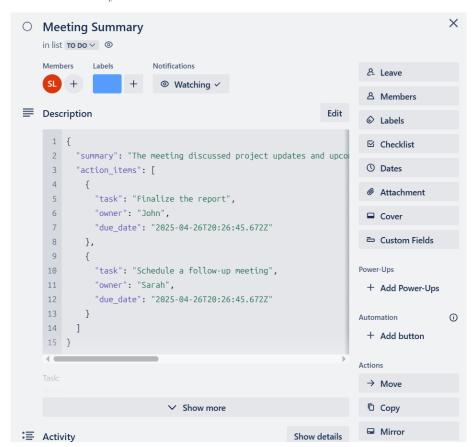
John: We need to update the dashboard before Monday.

Lisa: I will draft the email for the client.

Alex: Follow up with procurement about the invoice.

Summary:

We discussed dashboard updates, client communications, and procurement follow-ups.



Meeting Summary - [Meeting Title/Date] Inbox ×



Apr 27, 2025, 1:56 AM ☆ ∽ :



("content":("parts":("text":")")son\n\n \"summany\": \"The meeting discussed project updates and upcoming deadlines. Key action items include John finalizing the report and Sarah scheduling a follow-up meeting\",\"\"action_items\": \"\\"action_items\": \"\\"action_items\": \"\\"action_items\": \"\\"action_items\": \"\\"action_items\": \"\"action_items\": \"\"action_items\": \"\"\"action_items\": \"\"action_items\": \"\"act