



Turn Conversations into Actions

Choose an input method to get started. Our AI will analyze the content to identify key tasks, owners, and deadlines.



Upload Meeting Summary

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Talk2Task AI
user@example.com

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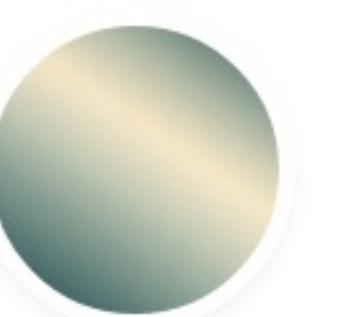
Paste Copilot/Gemini/Meet summary here...

Supports AI-generated summaries, transcripts, and raw text.

[New Meeting](#)

[Extract Action Items](#)

Help & Support



AI is processing your request

This should only take a moment. Tasks will appear on the right as they are extracted.

Understanding context

Extracting tasks

Identifying owners

Detecting risks

Generating MoM

Extracted Tasks

Coordinate with the design team to finalize the new onboarding mockups.

Alex Oct 28

Prepare the slide deck for the Q4 stakeholder meeting and share for feedback.

Maria Nov 03

Schedule a follow-up call with the engineering lead to discuss API integration points.

Sam This Week

[View Extracted Tasks](#)



Dashboard

Action Items

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Action Items

AI-generated tasks from your meeting summary.

[Send Slack Reminders](#)[Export to Jira](#)

Task Summary	Owner	Due Date	Priority	Status
Draft Q4 marketing report	John Doe	Oct 26, 2023	High	In Progress
Schedule follow-up meeting with the design team	Sarah Smith	Nov 02, 2023	Medium	To Do
Finalize the budget allocation for the new project	Mark Johnson	Oct 24, 2023	High	Done
Review and approve the latest press release	Emily Chen	Oct 28, 2023	Low	To Do

These tasks were generated automatically from your meeting summary.

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Meeting Title:
Q3 Quarterly Business Review

Date:
October 25, 2024

Time:
10:00 AM - 11:00 AM PST

Meeting Summary

The Q3 2024 Quarterly Business Review focused on evaluating sales performance, marketing initiatives, and the upcoming Q4 product roadmap. Key outcomes included a 15% revenue increase driven by new campaigns, approval of a \$250,000 Q4 marketing budget, and the formation of a task force to address performance issues in Product Line B. The team aligned on prioritizing the development of AI-powered analytics for the next software release.

Discussion Points

- Review of Q3 Sales Performance:** Sarah presented figures showing a 15% revenue increase from Q2, driven by a new marketing campaign and APAC expansion.
 - Discussed underperformance of Product Line B and brainstormed corrective actions.
 - Acknowledged top-performing sales team members for their contributions.
- Marketing Initiatives Update:** Mark reported that the "Innovate Tomorrow" campaign achieved over 5 million impressions and a 25% increase in lead generation.
- Product Roadmap for Q4:** Jessica outlined key features for the next release, including AI-powered analytics and a new mobile UI, noting positive feedback from beta testers.

Key Decisions

- ✓ Approved the proposed Q4 marketing budget of \$250,000, with a focus on digital channels.
- ✓ Proceed with the Q4 product roadmap as presented, prioritizing the AI analytics feature.
- ✓ Form a task force, led by Alex, to investigate and resolve performance issues with Product Line B.

Action Items

TASK	OWNER	DUEDATE
Draft a detailed plan for the Product Line B task force.	 Alex Rivera	Nov 1, 2024
Allocate Q4 marketing budget in the financial system.	 Sarah Johnson	Oct 28, 2024
Finalize the user stories for the AI analytics feature.	 Jessica Rodriguez	Nov 8, 2024

[+ New Meeting](#)[Help & Support](#)[Settings](#)

Alex Rivera
Workspace Admin



Risks / Dependencies

The timely delivery of the AI analytics feature is dependent on the successful integration of the new data provider API by November 15th.

Attendees





Talk2Task AI APP 3:45 PM

🔔 **Talk2Task AI Reminder** @Ravi — Please complete the API integration update by 5 PM today. Source: Sprint Planning Meeting

Reply [Done](#) to mark this task as completed.



Automated Follow-Up Decisions

Follow-Up Actions for: Sprint Planning Meeting – 24 Jan



Send Reminder to Ravi

Notify Ravi about the pending task: 'Complete API integration update.'



Create Jira Ticket

Convert task 'Design onboarding flow' into a Jira story.



Schedule Follow-Up Meeting

Propose a sync to review unresolved items: 'Backend dependency.'



Escalate Risk

Flag the risk: 'Approval delay from vendor may impact timeline.'



Apply Selected Actions

Dashboard

Tasks

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Help & Support

Welcome back, John!

Here's a summary of your operational productivity.

[+ Add New Task](#)

Tasks Extracted
125



Pending Follow-Ups
18



Risks Identified
5



Meetings Processed
22

Task Status Breakdown



Completed	33
In Progress	21
Pending	16
Overdue	12

Risk Distribution



Timeline Risk	2
Dependency Risk	2
Resource Risk	1

Upcoming Deadlines

TASK	OWNER	DUEDATE	STATUS	ACTION
Finalize Q4 Marketing Budget	Jane Smith	Nov 1, 2023	● Overdue	Send Reminder
Review Design Mockups for Project Phoenix	John Doe	Nov 5, 2023	● In Progress	Send Reminder
Submit Initial Draft of User Manual	Alex Johnson	Nov 10, 2023	● Pending	Send Reminder
Deploy Staging Server Updates	Samantha Bee	Nov 12, 2023	● Pending	Send Reminder

Recent Meetings Processed

MEETING NAME	DATE	TASKS EXTRACTED	RISKS FOUND	ACTION
Q4 Strategy Sync	Oct 28, 2023	8	2	View MoM
Project Phoenix Kick-off	Oct 25, 2023	15	1	View MoM
Weekly Design Review	Oct 23, 2023	5	0	View MoM
Client Check-in: Acme Corp	Oct 21, 2023	3	1	View MoM

Building Blocks

INPUT SOURCES

Meeting Summary

Notes / Transcripts

Chat Messages

Email

Calendar Event

ACTIONS

Send Email

Send Slack Message

Create Jira Ticket

Schedule Meeting

Send Notification

Standup Automation

Last edited 2 days ago • 34 executions

Disable Enable

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 Trigger: Meeting Ends

Google Calendar / Outlook event ends.

 Fetch Summary

Pull Copilot / Gemini / Meet notes.

 AI Extraction

Extract tasks, decisions, and risks.

 If Risks Found

Branch based on AI extraction results.

YES

NO

 Send Slack

End of flow

 Create Jira Ticket