



SUMMARIZE MEETING NOTES & TRANSCRIPTS

BENEFIT

In the past you would have to have a dedicated attorney support professional or junior attorney in meetings with you. Now you can have AI automatically take notes and send you meeting summaries. This is not only more accurate, but means that those in the meeting have a record of what was discussed for reference later. It also makes it easy for those that didn't attend to get up to speed. Attendees of the meeting can also concentrate on the meeting at hand rather than diluting their focus by taking notes. And it saves you time preparing for subsequent meetings too.

EXAMPLES

- Automatically generate summaries of client meetings, capturing key decisions and action items.
- Generate concise summaries of meetings with external counsel, partners, or vendors, highlighting key discussion points.
- Automatically create records of internal team meetings, project updates, or strategy sessions.
- Enable accurate note-taking and summarization in any meeting, even without dedicated support staff, ensuring no critical information is lost.

BEST PRACTICES IN LEGAL

- Check the client retainer allows AI tools. Get explicit client consent.
- Ensure everyone is aware when AI is on.
- Check local legislation allows it.
- Always review the AI-generated summaries for accuracy and completeness before distributing.

INSTANT MEETING SUMMARIES: AI DOES THE WORK FOR YOU.

FAQS

Q. Is the data used for call summarization secure?

A. Be ready to cite to the client the security in place with the AI summary provider. Typically the provider should not be using the data to train their AI models nor keeping a record of the data.

Q. Why is the AI summary that I receive different to someone else's who was on the same call?

A. Generative AI is by nature non-deterministic. This means that summaries can vary slightly, though you should find that on the whole they contain the same major elements of a meeting, even if worded slightly differently. If you want a different output, you can often re-prompt the tool to provide it.