



FM

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Premium Workflow

A practical guide – step by step

Meeting Notes Automation

Automate meeting notes: transcribe calls, extract action items and sync summaries to your workspace.

PRODUCTIVITY & AI

ADVANCED

ABOUT 2–3 HOURS SETUP

OVERVIEW

Meeting Notes Automation

Automate meeting notes: transcribe calls, extract action items and sync summaries to your workspace.

CATEGORY	DIFFICULTY	DURATION
Productivity & AI	Advanced	About 2–3 hours setup

What you use it for

Teams that want reliable meeting documentation.

Tools in this workflow

Deepgram Speech API · OpenAI API · Notion API · n8n

How to implement it

1

Join or upload meeting audio

Users can either participate live in a meeting or upload an audio recording that's prepared for transcription.

WHAT YOU NEED TO DO

1. Open the meeting platform and start the audio recording.
2. Save the audio recording in a supported format (e.g. MP3).
3. Upload the audio recording to the transcription system.

CHECK AT THE END

- ☐ Audio recording is saved in the correct format.
- ☐ Audio recording has been successfully uploaded.

RESULT

The meeting audio recording is ready for transcription.

LINKS

Deepgram Audio Upload: <https://developers.deepgram.com/docs/audio-upload>

2

Transcribe with Deepgram

The uploaded audio recording will be converted to text using the Deepgram Speech API to capture the meeting content in writing.

WHAT YOU NEED TO DO

1. Create a Deepgram account and generate an API key.
2. Use the Deepgram API endpoint to transcribe the audio recording.
3. Save the transcribed text document locally or in the cloud.

CHECK AT THE END

- ☐ Deepgram API key is configured.
- ☐ Transcription has been successfully completed.

RESULT

The audio recording has been converted to text.

LINKS

Deepgram Transcription: <https://developers.deepgram.com/docs/transcription>

3

Summarize and extract actions

The transcribed text will be analyzed to extract important information and action prompts using the OpenAI API.

WHAT YOU NEED TO DO

1. Create an API key at OpenAI.
2. Send the transcribed text to the OpenAI API endpoint for analysis.
3. Extract summaries and action prompts from the response.

CHECK AT THE END

- ☐ OpenAI API key is configured.

[] Summaries and actions are extracted.

RESULT

Important information and action prompts are extracted.

4

Create notes in Notion

The extracted information and summaries are created as notes and centrally stored in Notion.

WHAT YOU NEED TO DO

1. Create a Notion account and generate an API key.
2. Use the Notion API to create a new page or database.
3. Add the extracted information as content on the Notion page.

CHECK AT THE END

- ☐ Notion API key is configured.
- ☐ Notes are successfully created in Notion.

RESULT

The notes are created and stored in Notion.

5

Notify participants

Participants are informed about the created notes and next steps to facilitate collaboration.

WHAT YOU NEED TO DO

1. Create a list of participants with their contact information.
2. Use a notification system or email platform to inform participants.
3. Share the link to the Notion notes and next steps with participants.

CHECK AT THE END

- ☐ Participant list is complete.
- ☐ Notifications are sent.

RESULT

Participants are informed about the notes and next steps.

LINKS

n8n Notifications: <https://docs.n8n.io/integrations/builtin/notifications/>

RECOMMENDED TOOLS & RESOURCES

Recommended Tools & Resources

All tools in this workflow with their official website.

Deepgram Speech API

<https://deepgram.com/>

OpenAI API

<https://platform.openai.com/?ref=flowmatrix>

Official URL

Notion API

<https://www.notion.so/?ref=flowmatrix>

Official URL

n8n

<https://n8n.io/?ref=flowmatrix>

Official URL

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