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FLOWMATRIX.DEV

# Premium Workflow

A practical guide – step by step

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## Meeting Follow-up Automation

Turn meeting recordings into summaries, decisions and follow-up tasks without manual notes.

PRODUCTIVITY BEGINNER ABOUT 90 MINUTES SETUP

OVERVIEW

# Meeting Follow-up Automation

Turn meeting recordings into summaries, decisions and follow-up tasks without manual notes.

| CATEGORY | DIFFICULTY | DURATION |
| --- | --- | --- |
| **Productivity** | **Beginner** | **About 90 minutes setup** |

## What you use it for

Consistent follow-ups after customer and team meetings.

## Tools in this workflow

Deepgram Speech API · OpenAI API · Notion API · Resend API

STEP BY STEP

# How to implement it

## 1 Transcribe the recording

Send the meeting recording to a speech-to-text API and store the transcript.

### WHAT YOU NEED TO DO

1. Upload the recording to Deepgram.
2. Request speaker labels and timestamps.
3. Store the transcript in Notion.
4. Delete the audio after processing.

### CHECK AT THE END

[ ] Transcript includes speakers

[ ] Audio is deleted after processing

### RESULT

A searchable transcript exists.

### LINKS

Deepgram Documentation: https://developers.deepgram.com/docs

## 2 Extract decisions and tasks

Ask the model for decisions, owners and due dates from the transcript.

### WHAT YOU NEED TO DO

1. Send the transcript to the OpenAI API.
2. Ask for decisions, tasks and owners.
3. Reject tasks without an owner.
4. Return the result as structured JSON.

### CHECK AT THE END

[ ] Decisions are separated from tasks

[ ] Every task has an owner

### RESULT

The meeting outcome is structured and complete.

### LINKS

OpenAI Text Generation: https://platform.openai.com/docs/guides/text-generation

## 3 Create follow-up tasks

Write the extracted tasks to Notion so the team can track them.

### WHAT YOU NEED TO DO

1. Create a Notion database for follow-ups.
2. Add one page per task with owner and due date.
3. Link the page to the meeting summary.
4. Mark tasks without a due date for review.

### CHECK AT THE END

[ ] Every task has a Notion page

[ ] Meeting summary is linked

**RESULT**

All follow-up tasks are tracked in Notion.

**LINKS**

Notion API Reference: https://developers.notion.com/reference

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## Send the summary email

Send a short summary to attendees with decisions, tasks and links.

### WHAT YOU NEED TO DO

1. Create an email template in Resend.
2. Include decisions and open questions.
3. List tasks with owner and due date.
4. Link to the Notion summary page.

### CHECK AT THE END

[ ] Email is sent to all attendees

[ ] Notion link works

### RESULT

Attendees receive a clear follow-up email.

### LINKS

Resend Documentation: https://resend.com/docs

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## Check completion

Review open tasks after one week and remind owners about overdue items.

### WHAT YOU NEED TO DO

1. List tasks that are still open.
2. Send a reminder for overdue tasks.
3. Update the task status in Notion.
4. Archive completed meetings monthly.

### CHECK AT THE END

[ ] Overdue tasks trigger a reminder

[ ] Completed meetings are archived

### RESULT

Follow-ups are completed instead of forgotten.

### LINKS

Notion API Reference: https://developers.notion.com/reference

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

### Resend API

https://resend.com/?ref=flowmatrix

Official URL

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