

Every Teams meeting, transcribed and summarized.

An assistant that joins your Microsoft Teams calls, records, transcribes and drops each participant's own recap into Meetings.

WHAT YOU CAN DO

- ✓ **Joins your Teams calls.** Scheduled meetings, group calls or 1:1s — automatic or on demand.
- ✓ **AI-structured summary.** A general summary, key points and next steps, extracted automatically.
- ✓ **On-demand recording.** A call turns important? Start recording that instant.
- ✓ **Speaker-attributed transcript.** Audio becomes a full transcript, attributed speaker by speaker on scheduled and group meetings.
- ✓ **Per-participant recap.** Everyone finds their own recap in Meetings, filtered to the window they actually attended.
- ✓ **Query your meetings.** Ask the AI what was decided — the answer cites the transcript.

HOW IT WORKS

- 1 The assistant joins the call**
A visible banner runs for the whole recording.
- 2 Audio gets transcribed**
On a scheduled or group meeting: a speaker-attributed transcript, generated automatically.
- 3 The summary is structured**
General summary, key points and next steps — each one naming who owns it.
- 4 It all lands in Meetings**
Summary, transcript and audio, filtered to each person's attendance.

- Visible presence banner

- Recap filtered to real attendance

- One-click admin consent

- Cloud service managed by Hilo Tech

✓ The assistant's presence is always visible; each recap is limited to what that person actually heard.

See the meeting assistant in action.

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Installed and operated by Hilo Tech.