Weblytica

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A WEBLYTICA CO-BUILDING OFFER

Meetings to Action

The meeting ends, everyone nods, and half of it evaporates by Friday. We set up AI that turns every meeting into **a summary, the decisions, and who does what by when,** automatically.

HOW THE OFFER WORKS

1 Pick the Meetings That Matter
Client calls, team huddles, project check-ins: we choose where captured decisions pay off most.

2 Set Up the Capture
Recordings and transcripts flow in from the meeting tools you already use. Nothing new to remember to do.

3 Turn Talk Into Tasks
AI drafts the summary, pulls out decisions, and lists next steps in your format, minutes after you hang up.

4 Make It Automatic
The write-up lands where your team already works: email, your task list, or your project board.

WHAT CHANGES

What Every Meeting Produces

- A short summary anyone can read in a minute
- Decisions recorded while they are fresh
- Action items with owners and dates

Nothing rides on anyone's memory.

What That Does for You

- Client calls turn into same-day follow-ups
- Projects stop stalling on forgotten decisions
- New teammates catch up by reading, not asking

The meeting finally pays for its hour.

WHAT YOU WALK AWAY WITH

- ✓ Every meeting captured without anyone taking notes
- ✓ A system wired into the tools you already use
- ✓ Summaries and action items in your format, every time
- ✓ Follow-up work handled the same day, not next week

HOW SESSIONS WORK

Live working sessions over screen share, in your meeting and task tools. **You drive the keyboard, we guide the way,** and the system runs on its own when we are done. No technical background required.

Ready to Stop Losing Your Meetings?

We build with you, not for you.

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