
ZOOM WORKPLACE APPLICATION

AI Meeting Prep Assistant - A new AI-powered feature that helps you go into a meeting well prepared.



The Problem: Meetings Without Context

- Users join meetings unprepared.
- Information is scattered across emails, chats, and documents.
- Teams waste time repeating discussions.

The Chaos Before Every Meeting

- Before meetings, users scramble for context:
 - Searching old emails
 - Re-opening docs
 - Asking teammates for updates
 - Revisiting previous meeting chats and recordings

Introducing: AI Meeting Prep Assistant

- An AI feature that generates a smart, personalized briefing before every meeting.
- No searching. No confusion. Just instant clarity!
- Allow the assistant to go through your previous emails/meetings on the same topic and look at the magic it unveils.

How It Works

- AI automatically:
 - Analyzes past meeting notes
 - Collects related documents
 - Summarizes chats & emails
 - Identifies open decisions
 - Generates a concise meeting brief
 - Emails the meeting brief to all the participants 30 mins before the meeting

The Prep Pack: What Users Receive

- The Prep Pack includes:
 - Meeting objective
 - Key context
 - Recent changes or updates
 - Unresolved decisions, action items
 - Expected discussion points
 - Relevant files bundled together

User Experience Flow

- User Flow:

1. Zoom detects an upcoming meeting
2. AI pulls context from workspace/emails/previous meeting notes, transcripts
3. Generates auto-brief
4. User receives a 30-second summary before the meeting on email
5. User enters meeting fully prepared

- **PROTOTYPE LINK** - <https://drive.google.com/file/d/1J07sMHQhMVXotYxlqNN-u2jjyOke1W08/view?usp=drivesdk>

Business Impact

- For users:
 - Saves 10–15 mins per meeting for setting context and discussing pending actions
 - Reduces confusion and repeated conversations
- For Zoom:
 - Drives stickiness
 - Positions Zoom as a smart assistant, not just a tool

Why Now?

- AI adoption is accelerating.
- Users expect smart assistance.
- Zoom is already the hub—adding intelligence elevates the entire experience.

Next Steps

- Prototype → User Testing → Iteration → Rollout
- Let's build the smartest meeting experience in the industry.