

GUIDE

The meeting pipeline setup

Otter + Zapier + Google Drive, wired so every meeting captures and files itself.

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The goal: **every meeting you take is recorded, transcribed, filed, and ready for Claude — automatically, with zero manual steps.** Once this is wired, you stop typing notes from memory and start asking Claude "what did we agree on the Acme call?" Here's the full pipeline.

The shape of it: Otter records & transcribes → Zapier moves each transcript into a Google Drive folder → that folder is connected to Claude. Three tools, wired once.

Build it, in order

1 Set Otter to join meetings on its own

In Otter: connect your calendar (Settings → Calendar) and turn on **OtterPilot / auto-join**. Now Otter shows up to your Google Meet / Zoom / Teams calls and records without you lifting a finger.

Auto-join across all platforms typically needs an Otter Business plan — worth it if meetings are your core.

2 Confirm transcripts are generating

After a call, Otter produces a full transcript with speaker labels and a summary. Take one real meeting and check it landed correctly before automating on top of it.

3 Create the destination folder in Google Drive

Make a folder named **"Meeting Transcripts."** This single folder is what Claude will read from. Keep it clean — one folder, everything flows in.

4 **Wire the Zap: Otter → Google Drive**

In Zapier, create a Zap. **Trigger:** Otter.ai → "New Transcript." **Action:** Google Drive → "Create File from Text" (or "Upload File") into your Meeting Transcripts folder. Map the transcript text and the meeting title into the filename.

Multi-step Zaps and premium app connections need a paid Zapier plan. A single 2-step Zap like this is usually fine on lower tiers.

5 **Connect the folder to Claude**

In Claude, connect Google Drive (Settings → Connectors) or add the folder's files to a **Project's knowledge**. Now Claude can read every transcript. Ask: *"Summarize yesterday's client call and pull out the action items."*

6 **Point it at the "Transcript → deliverable" skill**

This is where it compounds. With transcripts flowing in and that skill installed, you go straight from a recorded call to a finished follow-up, brief, or summary — no blank page. Grab the skill from the Downloads section of this hub.

7 **(Optional) Add a heads-up notification**

Add a second action to the same Zap: post to Slack or send yourself an email when a new transcript lands — so you know it's ready to work with.

Once it's running: you never "write up a meeting" again. The pipeline captures it; Claude turns it into whatever you need. That's hours back every week.