Read AI

Meet Smarter, Work Faster : Let Read AI Take the Notes

Read AI

Simplifying Meetings

What is Read AI?

Read AI joins your meetings, transcribes them, and delivers instant summaries with action items. It highlights key decisions and responsibilities and enables searching past meetings easily for context. It offers seamless integration with tools like Slack, Jira, and Notion. In a nutshell, it's a productivity tool to streamline your meetings and make them more efficient.

Read AI solves the problem of inefficient, unproductive meetings by automatically capturing, summarizing, and organizing key insights—so users can focus on conversations instead of taking notes.

Product overview.

- Real-time and post-meeting summaries

- Speaker tracking and participation insights

- Sentiment and engagement analytics

- Automated action item detection

- Integrations with calendars

- Integration with collaboration tools

Key Features

Meeting track

Real Time Transcription:
- Live transcription during Zoom, Google Meet, or Teams calls.
- Supports multiple languages.
- Speaker attribution with timestamps.

AI Summarization
- Automated meeting summaries.
- Available instantly post-meeting.
- Custom summary formats via bullet points, paragraphs.

Action Item Detection
- AI detects tasks and follow-ups.
- Can auto-tag people and due dates.
- Integrates into task managers like Notion.

Dashboard

Home (Main Dashboard)
- Overview of recent meetings.
- Key summaries, insights, and action items.
- Personalized daily and weekly "For You" digests including meeting trends and tasks.

Search Copilot
- Search across all your meetings, transcripts, action items, and notes.
- Natural language queries supported.
- Contextual snippets with citations.

Playback & Upload
- Replay meeting recordings with synced transcript.
- Upload pre-recorded audio/video for instant summarization.

Key Features

Analytics

Engagement & Sentiment Analysis
- Engagement score based on facial expressions, attention, and interactivity.
- Sentiment breakdown per speaker and overall meeting.
- Talk time analytics.

Productivity Insights
- Weekly/daily summaries of time spent, efficiency, and talk balance.
- Historical insights to improve future meetings.

Collaboration

- Share meeting reports via email or link.
- Export to PDF or text formats.
- Control sharing settings per meeting or user group.
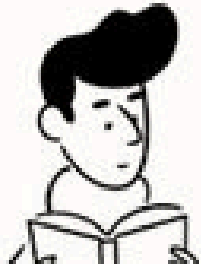- Integrates with Slack, Notion, and Google Workspace.

Integrations

- Video Platforms: Zoom, Google Meet, MS Teams.
- Productivity: Slack, Notion, Confluence, Google Calendar.
- CRM: Salesforce, HubSpot.
- Task Managers: Jira, Asana (via Zapier).

Privacy controls

- SOC 2 Type II compliance.
- Enterprise-level encryption.
- Admin-level controls for report distribution.

Mobile version

- Access summaries on the go.
- Notifications for meetings, tasks, and updates.
- Review action items
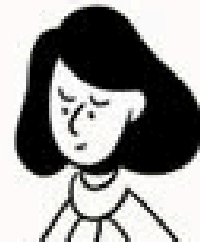
User Segments

Tech & Product

Needs:
Decision tracking, seamless follow-ups, workflow integration

Usage:
Daily standups, planning sessions, sync meetings

Features:
Auto summaries, Notion/Jira/Slack integrations, action item extraction

Sales teams

Needs:
Insight capture, CRM documentation, sentiment tracking

Usage:
Sales calls, client onboarding, account reviews

Features:
CRM sync (HubSpot, Salesforce), sentiment analysis, searchable transcripts
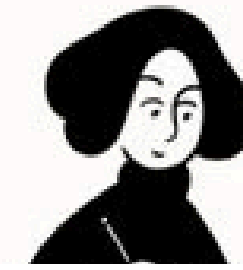
Team Leaders

Needs:
Team visibility, performance insights, coaching signals

Usage:
One on ones, leadership check-ins, cross-team syncs

Features:
Engagement dashboards, talk-time metrics, meeting efficiency scoring

Remote work

Needs:
Async collaboration, meeting recall, contextual awareness

Usage:
Distributed team calls, async updates, timezone-bridging

Features:
Smart recordings, summary highlights, on-demand playback of meetings

User Experience

1 Sign Up & Permissions

- Sign up with Google, Microsoft, or email.
- Connect your calendar (Google/Microsoft) to auto-join meetings.
- Grant permissions to access meetings and recordings.

2 Personal Settings

- Choose transcription language.
- Set preferences: auto-join meetings, summary format, sharing settings.
- Optionally connect Slack, Notion, Zoom, or CRM.

Completing the first task

3 Start and Join the meeting

- Host initiates the meeting on Zoom, Google Meet, or MS Teams.
- Read AI automatically joins or can be manually invited via a meeting link.
- Live transcription begins instantly, with clear speaker labels shown.

4 Post meeting

- AI auto-generates a meeting summary with key points, action items, and decisions.
- Sentiment analysis and talk-time engagement metrics are included.
- A detailed report is sent via email and added to your dashboard.

Regular Usage

Dashboard

- See daily/weekly "For You" insights.
- Access transcripts, summaries, action items.
- Upload recordings or past meetings for context.

Collaboration

- Share meeting summaries via link or Slack.
- Export content to Notion, Confluence, or PDF.
- Assign action items from meeting notes to task managers.

Search Copliot

- Search across meetings: "What did we decide on X?"
- AI pulls up the relevant clip, transcript, and speaker.

Playback

- Replay meetings with transcript sync.
- Use mobile app (iOS) for summaries and insights too.

Why would a user stick with Read AI?

With Read AI, meetings stop being a chaotic blur. You'll stick with it because it takes the hassle out of note-taking, ensures you never miss an important detail, and turns every meeting into a clear action plan. It's like having a personal assistant that's always on points, so you can focus on what matters, not the paperwork. Plus, it just works. Effortlessly. Every time.

User Selling Points

Searchable Meeting Intelligence

Acts like a "Google for your meetings"—use natural language to find insights across all past conversations.

Real-Time Engagement & Sentiment Scoring

Not just what was said—but how it was said. See who's tuned in, frustrated, or dominating the room.

Instant Actionable Insights

AI identifies decisions, tasks, and ownership right after the call—no manual parsing needed.

Auto-Attend & Auto-Summarize

Read joins meetings on your behalf, records, transcribes, summarizes, and sends the recap without lifting a finger.

Leader-Level Productivity Dashboards

For managers and execs: get a high-level view of team engagement, decision-making velocity, and meeting load trends.

- Saves time
- Works with your stack
- Tracks the *real* stuff
- Exec Dashboards
- Flexible controls
- Async Magic

Customer Reviews

Positive sentiments

 "Read AI has been a game-changer for our team meetings. The automated summaries save us so much time."

 "The real-time transcription feature is incredibly accurate and helps keep everyone on the same page."

 "Integrating Read AI with our existing tools like Slack and Notion has streamlined our workflow."

 "The sentiment analysis provides valuable insights into team dynamics during meetings."

Negative reviews

 "Read AI joined our meetings without consent, raising serious privacy concerns."

 "After upgrading, we didn't get access to the promised features. The pricing model is unclear."

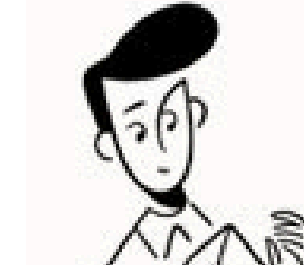 "Customer support is unresponsive. We've sent multiple requests without any replies."

 "The tool lacks collaborative features, making it less effective for team use."

! Major shortcomings

Privacy & Security Concerns

Some users reported discomfort with Read AI joining meetings without explicit consent, raising issues about data privacy. Users are concerned about whether their confidential or sensitive conversations are being properly handled.
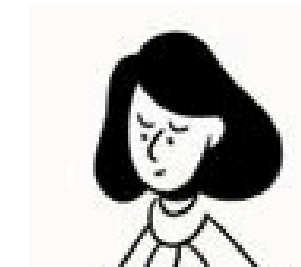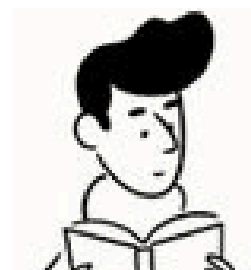
Integration Challenges

While Read AI promises multiple integrations with platforms like Google Meet, Zoom, Jira, Slack, etc, users faced challenges setting up or using these integrations effectively.

Customer Support Issues

Several customers expressed frustration over slow response times and unresolved issues with customer support.

Limited Customization

Some users expressed the desire for more customization options in terms of summary formats, report layouts, and integrations.

Dependency on Specific Platforms

While Read AI integrates with Zoom, Google Meet and such, users who rely on other meeting platforms may find it limiting.