



## ZUUZ – Meetings AI Agent

ZUUZ is an intelligent meeting assistant that automatically captures, summarizes, and transforms your meetings into actionable outcomes. Designed for sales leaders, operations managers, executive assistants, and IT teams, ZUUZ eliminates the manual work of note-taking and follow-up coordination, ensuring nothing falls through the cracks.

### What ZUUZ Generates

Every meeting processed through ZUUZ produces a comprehensive output package designed to accelerate execution. The system automatically creates meeting summaries that capture key discussion points, identifies and documents critical decisions made during the conversation, and extracts action items with assigned owners and deadlines. ZUUZ also generates follow-up email draft suggestions tailored to your audience, saving you time on post-meeting communication.

Beyond documentation, ZUUZ provides interactive action buttons that enable immediate follow-through. Schedule follow-up meetings directly from the summary, send emails to stakeholders with one click, or create tasks in your project management system without switching tools. This seamless integration transforms meeting insights into momentum.

#### Before vs After

**73%**

#### Time Saved

On post-meeting admin work

**89%**

#### Fewer Missed Actions

Compared to manual tracking

### When to Use ZUUZ

01

#### Before Meeting

Connect ZUUZ to your calendar and set preferences for summary depth and action item tracking. The agent prepares to capture everything automatically.

02

#### After Meeting

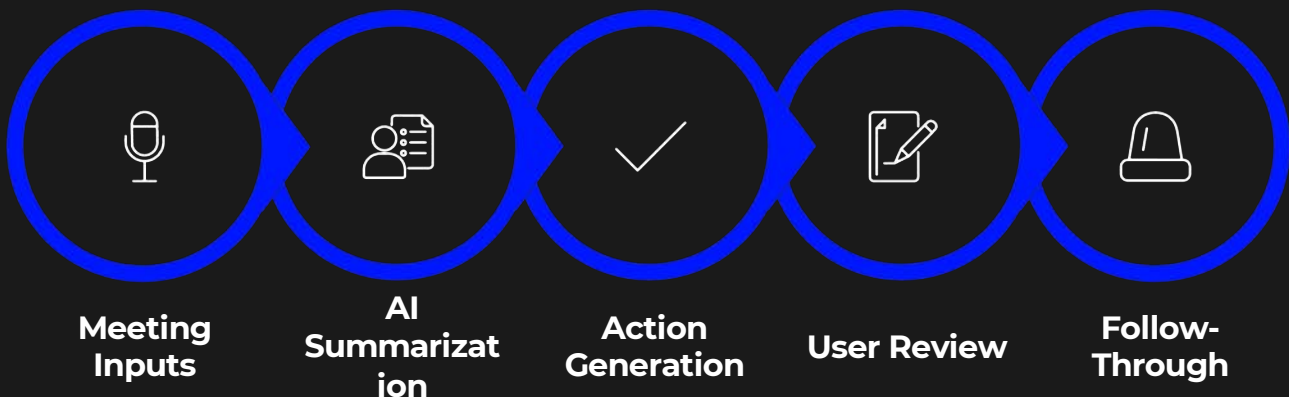
Review the auto-generated summary, decisions, and action items within minutes. Edit, approve, and distribute to stakeholders with one click.

03

#### Weekly Review

Access your dashboard to track action completion rates, identify bottlenecks, and analyze meeting effectiveness across your team or organization.

### How ZUUZ Works



ZUUZ operates seamlessly in the background. The system captures meeting inputs through audio or video, processes them through advanced AI summarization to extract key points and decisions, generates structured action items with clear ownership, presents everything for your review and approval, and then automates the follow-through process including distribution and progress tracking.

## Dashboards & Analytics

ZUUS provides comprehensive visibility into your organization's meeting effectiveness and execution velocity. The analytics dashboard tracks critical metrics that help leaders optimize team productivity and ensure accountability across all meetings.



## Top Use Cases

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| <p><b>1</b></p> <p><b>Customer Calls</b><br/>Capture commitments, next steps, and customer feedback automatically</p>    | <p><b>2</b></p> <p><b>Internal Reviews</b><br/>Document decisions and track progress on strategic initiatives</p>          |
| <p><b>3</b></p> <p><b>Project Standups</b><br/>Track blockers, assign owners, and maintain momentum between meetings</p> | <p><b>4</b></p> <p><b>Procurement &amp; Approvals</b><br/>Document approval decisions and automate follow-up workflows</p> |

## The Outcome

Organizations using ZUUS experience a fundamental shift in meeting culture and execution velocity. Teams spend less time on administrative overhead and more time on high-value work. Action items no longer get lost in email threads or forgotten in notebooks. Decisions are documented clearly with full context, reducing confusion and rework. Follow-up happens automatically, ensuring commitments turn into completed work.

The result is measurable: fewer missed actions, faster execution cycles, and improved accountability across the organization. Sales teams close deals faster with better customer follow-through. Operations teams resolve issues more quickly with clear ownership. Executive assistants coordinate complex initiatives with confidence. IT teams track project progress without manual status updates.

**Ready to transform your meetings into results?** Start your free trial of ZUUS today and experience the difference of AI-powered meeting intelligence. Your team will thank you.

Start Free Trial

Schedule Demo