

Deliver secure, personalized AI note-taking across every platform



- Meetings don't break down because people aren't paying attention. They break down because no one consistently captures what matters.
- **Manual note-taking distracts** from meaningful conversation, forcing participants to choose between engaging and documenting discussions.
 - **Notes are scattered across multiple tools**, and switching between apps to capture and organize information wastes time.
 - **Organizations need visibility into how meeting data is captured and managed**, especially when using tools outside their primary platform, where users may have less control over what gets captured and how it's organized.

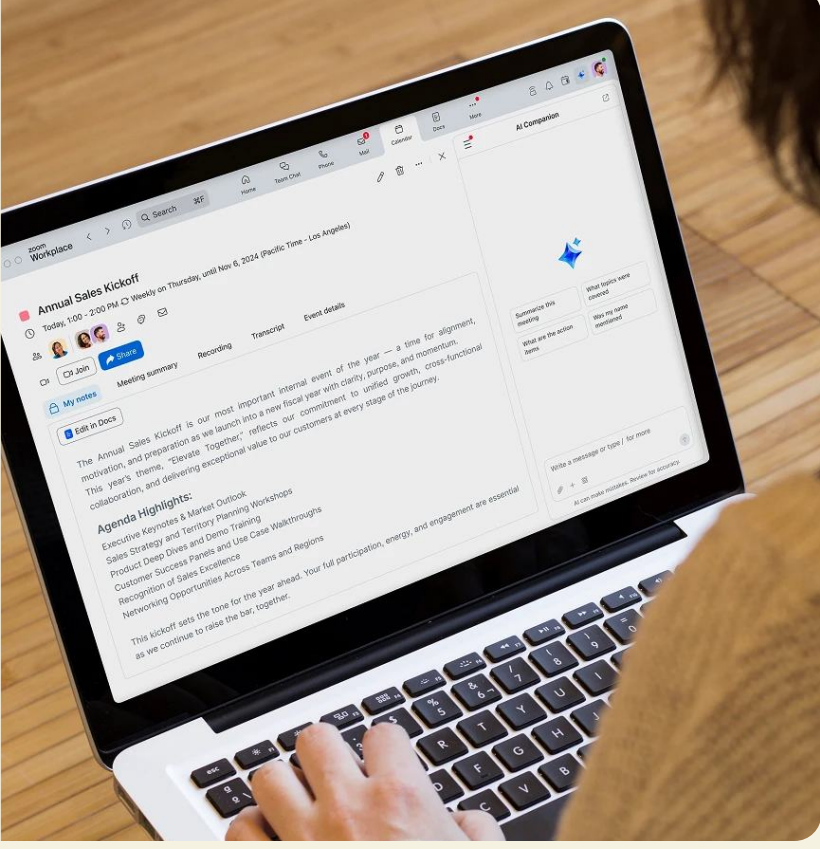
For IT, it creates a bigger problem: more tools to manage, less control over data, and no consistent way to capture meeting insights across the organization.

My Notes changes that. It can automatically detect virtual meetings and prompt users to capture notes, giving every user a personal AI note-taking assistant that works across Zoom, Microsoft Teams, Google Meet, and in-person meetings – while keeping everything centralized and under their control.

Unlike one-size-fits-all meeting summaries, My Notes lets each user capture notes tailored to their priorities. They can focus on the conversation and walk away with insights that are actually useful. My Notes is available with all paid Zoom Workplace plans or as part of the My Notes standalone plan that works within the tools your teams already use, with no third-party bots and no added complexity.

Designed for how people actually work

- **Personalized, not one-size-fits-all:** Each user can capture their own manual notes, adding personal context that AI organizes and expands with conversational data, and receives AI-generated summaries tailored to what matters most to them. No more generic recaps that don't reflect individual priorities.
- **User-driven, with IT oversight for Zoom Meetings:** Users choose when to enable notes with Zoom Meeting host approval, while IT maintains visibility and control over how transcription and data are handled.
- **Cross-platform, without fragmentation:** Capture notes and generate summaries from conversations taking place across Zoom, Microsoft Teams, Google Meet, and in-person meetings, while keeping everything centralized in one place. Share notes and summaries to keep work moving without switching tools.
- **Centralized and streamlined:** Replace multiple note-taking apps and bots with one integrated solution that works across your existing collaboration stack. The notes created from your meetings stay within Zoom until shared by you.
- **Structured for real workflows:** Automatically generate concise summaries and track action items across meetings so important details don't fall through the cracks. Use customizable templates for 1:1s, brainstorm, and project updates to create consistent, repeatable outputs and turn conversations into clear next steps.



Using My Notes alongside meeting summaries

Meeting summaries provide a single, host-controlled record for the entire team – ideal for compliance, shared accountability, and ensuring everyone has access to the same information from Zoom meetings.

My Notes complements this by giving individuals a personal layer – capturing their own context, priorities, and takeaways across Zoom, Teams, Google Meet, and in-person conversations.

Together, they serve different needs: meeting summaries create organizational records, while My Notes helps individuals stay productive across their entire meeting workflow.

Why teams choose My Notes and Zoom Workplace

Feature	My Notes & Zoom Workplace	Fathom	Otter	Granola	Microsoft Copilot
Pricing	\$8.33 per user per month billed annually as part of standalone My Notes plan \$14.16 per user per month billed annually Zoom Workplace Pro, including AI features	\$16, \$15, or \$25 per user, per month billed annually for Premium, Team, or Business plans, respectively	\$8.33 or \$19.99 per user, per month billed annually for Pro or Business plans	\$14 or \$35 per user, per month for Business or Enterprise plans	\$36 per month, per user for Microsoft 365 Business Basic plus Microsoft 365 Copilot add-on, billed annually
Audio capture method	Native in Zoom Meetings; device audio capture for cross-platform and in-person	Primarily bot joins meeting; botless recording available for Zoom in some cases	Primarily bot joins meeting (OtterPilot); limited non-bot capture via app/device	Device audio capture (local, no bot)	Native in Teams meetings (no bot)
Cross-platform transcription	✔ (Zoom, Google Meet, Microsoft Teams, and more)	✔ (Zoom, Google Meet, Microsoft Teams)	✔ (Zoom, Google Meet, Microsoft Teams)	✔ (Zoom, Google Meet, Microsoft Teams, and more)	✖ (Microsoft Teams only)
In-person meeting summaries	✔	✖	✔	✔	✖
In-meeting Q&A	Yes, during Zoom Meetings only with in-meeting questions	Only post meeting via web browser	Only through web portal, monthly query limit	✖	Yes, during Teams meetings only
Multi-language summaries	Over 30 languages for meeting summary; 9 languages supported with My Notes	Supports 6 languages for meeting summary	Supports 4 languages for meeting summary	Supports 10 languages for transcription and meeting summaries	Over 40 languages supported in Microsoft Teams meetings only



Ready to get started?

Make it easier for your teams to stay productive and aligned. My Notes can help reduce post-meeting admin work, keep everyone on the same page with shared insights, and turn decisions into action instantly – all within the tools your teams already use.

Compare My Notes and Zoom Workplace to other AI tools or **request a personalized demo** to see how My Notes can work for your organization.