

MARKETPLACE APP · PRODUCTIVITY-UTILITY

AI Notepad

AI-powered meeting notes with transcription, summaries, and cross-meeting search.

Updated July 2026

MODEL	TIER	CAPABILITIES	INTELLIGENCE
Licensed · opt-in	Suite	40+	AI-powered

OVERVIEW

Upload meeting recordings and get AI-generated transcripts, summaries, action items, and key insights. Search across all your meetings with semantic and keyword search. Phase 2 adds audio overviews, per-meeting Q&A chat, notebooks, and broader source types (PDF, URL, YouTube). Built on pgvector for enterprise-grade cross-meeting analysis.

WHY TEAMS CHOOSE IT

- Upload or import a recording and get an AI transcript, summary, action items, and key insights in minutes.
- Turn freeform notes into polished write-ups with one-click AI enhancement and reusable templates.
- Ask AI about a single meeting — or across all of them by notebook, date range, or selection — with cited answers.
- Track every commitment in an action-items dashboard, assign owners, and push items into the Tasks app.
- Automate the busywork: auto-create tasks, post summaries to a webhook, notify attendees, or import Zoom recordings on completion.
- Give admins one AI on/off switch, per-feature toggles, and a configurable data-retention policy.

CAPABILITIES

Meeting Intelligence

- ✓ Upload a recording and auto-transcribe it
- ✓ AI meeting summary in Markdown
- ✓ AI-extracted action items with owners and due dates
- ✓ Insights: decisions, risks, and recurring themes
- ✓ Speaker labels (diarization)
- ✓ Audio Overview — an AI-narrated recap you can listen to
- ✓ Alternate output formats: FAQ, Timeline, Briefing, Key Themes, Compare
- ✓ AI section revision (rewrite, expand, refine, simplify)
- ✓ Section version history with one-click restore
- ✓ Import from a PDF, a web URL, or pasted text

AI Notes & Templates

- ✓ Freeform Markdown note editor with autosave
- ✓ One-click AI enhancement of your own notes
- ✓ Built-in and custom note templates
- ✓ Describe-it, AI-drafts-it template creation
- ✓ Default template per user or per business

AI Chat & Search

- ✓ Ask AI about a single meeting (grounded Q&A)
- ✓ Cross-meeting chat scoped to one, a notebook, a selection, a date range, or all
- ✓ Answers cite the source passages with a freshness indicator
- ✓ Keyword search across all your meetings and notes
- ✓ AI Notepad agent inside the platform-wide Ask AI assistant

Action Items, Decisions & Accountability

- ✓ Action-items dashboard sorted by overdue / due-today / this-week
- ✓ Assign action items to teammates
- ✓ Check off action items from web or mobile
- ✓ Push action items into the Tasks app
- ✓ Decisions log across all your accessible meetings
- ✓ Optional daily accountability email digest

Notebooks, Sharing & Collaboration

- ✓ Group related meetings into notebooks
- ✓ Compare content across meetings in a notebook
- ✓ Generate a combined notebook artifact
- ✓ Share a meeting with viewer or editor access
- ✓ Share a whole notebook with viewer or editor access

Automations & Integrations

- ✓ Zoom cloud-recording import (manual picker + webhook)
- ✓ Post-meeting automations: create tasks, post summary to a webhook, notify attendees, assign a Practice Hub scenario
- ✓ Pre-create draft notes from upcoming calendar meetings — Off by default; requires a connected calendar
- ✓ Auto-link a meeting to the matching CRM customer account — Hand-off to Mango CS; matches on external attendee email domain
- ✓ Suggest matching Practice Hub roleplay scenarios — Requires the Practice Hub app

Admin Controls

- ✓ One switch to enable or disable all AI processing
- ✓ Per-feature toggles (audio overview, chat, output formats, revisions, comparison, sharing, automations)
- ✓ Configurable recording / data-retention policy
- ✓ Usage & AI analytics dashboard

Limits & Specs

Max upload file size (default)	500 MB (admin-configurable 10–2,000 MB)
Default data retention	365 days (admin-configurable 30–3,650 days)
Accepted upload formats	MP3, MP4, WAV, M4A, WebM, OGG, MOV, PDF, VTT/SRT captions, TXT/Markdown
Chat message length limit	5,000 characters
Mobile support	iOS & Android (browse, view, check off action items)

USE CASES

- **Post-meeting recap**
Upload or import a team meeting and instantly get a summary with action items assigned to the right people.
- **Never lose an action item**
Every commitment lands in one dashboard sorted by overdue and due-today, pushable into the Tasks app, with an optional daily email nudge.
- **Cross-meeting recall**
Ask "What did we decide about the Q3 budget?" across a notebook or all your meetings and get an answer that cites the exact conversation.
- **Rough notes to shareable minutes**
Jot freeform notes during a call, then use one-click AI enhancement and a template to produce clean, structured minutes.
- **Zoom-to-notes automation**
Import Zoom cloud recordings and let a post-processing automation create tasks and notify attendees the moment processing finishes.
- **Onboarding knowledge transfer**
New team members review transcripts and summaries — and ask AI follow-up questions — to get up to speed without attending every call.

PRICING & LICENSING

License	Required (opt-in per business)
Tier	Suite

Pricing is tailored to your organization — [talk to sales for pricing & a live demo](#). Final commercial terms per your agreement.

FAQ

What can I turn into notes?

Upload an audio or video recording, import a Zoom cloud recording, or bring in a PDF, a web URL, or pasted text. Real-time capture during a live call is in development — for now you add the source after the meeting.

What file types and size limits are supported?

Common audio/video formats (MP3, MP4, WAV, M4A, WebM, OGG, MOV), plus PDF, VTT/SRT caption files, and plain text or Markdown. The default maximum upload size is 500 MB, and administrators can set it anywhere from 10 MB to 2,000 MB.

How does search and cross-meeting chat work?

The Search page finds meetings and notes by keyword. AI chat goes further: ask a question about one meeting or across many (scoped by notebook, date range, or selection), and the assistant retrieves the relevant passages and answers with citations back to the source. It only ever reads content you already have access to.

Can I connect Zoom, Teams, or Google Meet?

Zoom is fully connected — import recordings manually or automatically via webhook. Microsoft Teams and Google Meet cloud import are not available yet; for those, upload the recording file directly.

What can I do with the action items it extracts?

Action items appear in a dashboard sorted by overdue, due-today, and this-week. You can assign them to teammates, check them off from web or mobile, push them into the Tasks app, and turn on a daily accountability digest email.

How long are recordings retained?

The default retention period is 365 days, and administrators can set it anywhere from 30 to 3,650 days. Meetings older than the limit become eligible for cleanup.

How is AI Notepad different from Ask AI and AI Sheets?

AI Notepad is built specifically for capturing meetings and notes and turning them into summaries, action items, and searchable knowledge. Its assistant also plugs into the platform-wide Ask AI so you can reach your meetings from anywhere. AI Sheets is a separate app for structured, spreadsheet-style data — use it when you need rows and columns rather than notes.

What can administrators control?

Admins get a single switch to turn all AI processing on or off, per-feature toggles (audio overview, chat, output formats, revisions, comparison, sharing, automations), a configurable retention policy, and a usage & AI analytics dashboard.

Is it available on mobile?

Yes. iOS and Android let you browse meetings, view a meeting, and check off action items on the go. The full editing, AI, sharing, and automation features live in the desktop web app.

What does AI Notepad cost?

AI Notepad is part of MangoApps Workforce. It requires a license and is enabled per-tenant by your administrator rather than being on by default.