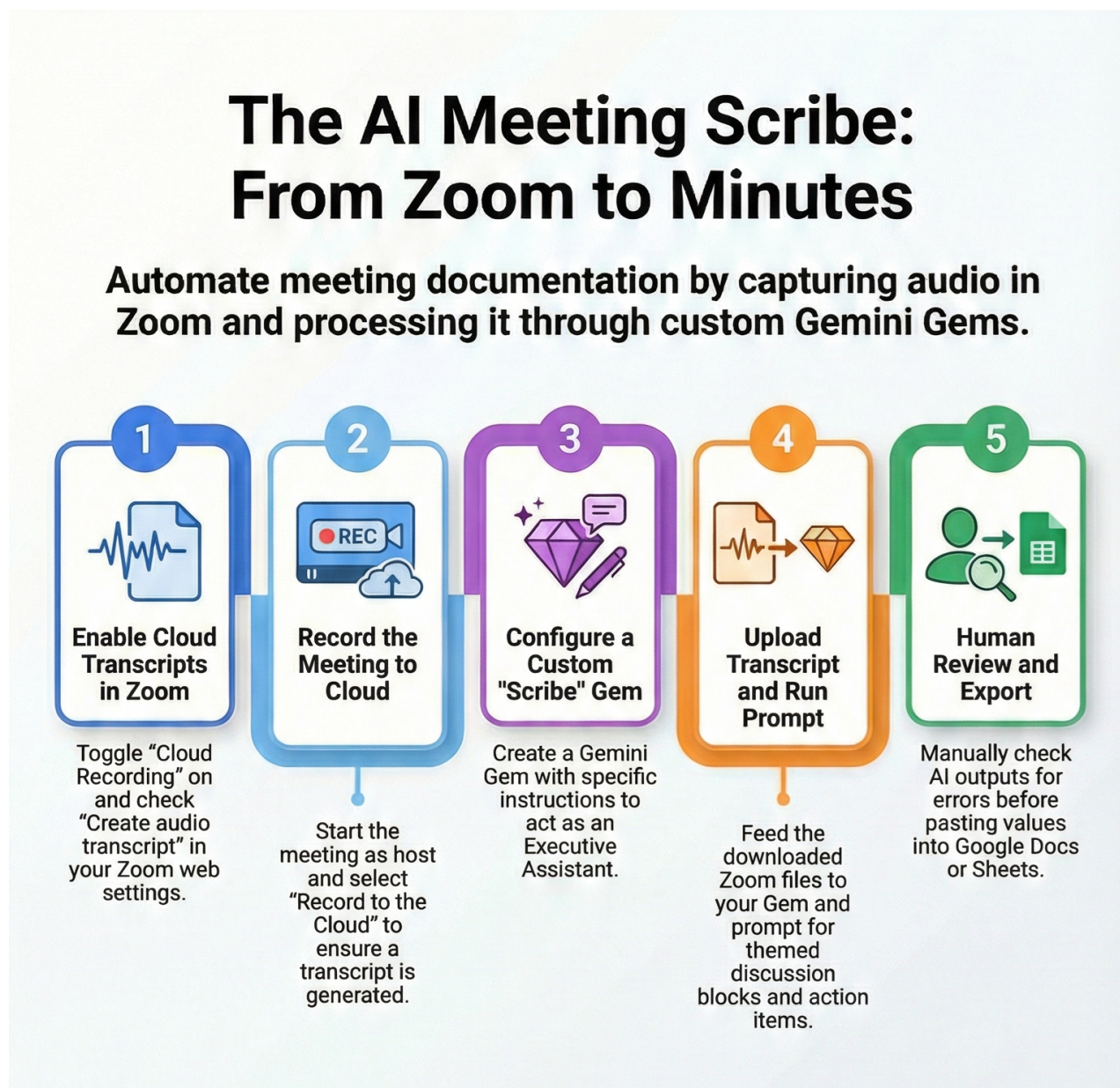


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⚙️ The Process

An infographic to show the logic behind the process.



🔧 **How to Enable Cloud Recording & Transcription (operational - you only need to do this the first time you do this process)**

These steps ensure that every time you record to the cloud, Zoom automatically creates a text document of everything said. By saving to the cloud it ensures that if you get disconnected during the meeting, the recording can still continue and be available after the meeting.

This process only has to be done once and Zoom will remember your preferences.

Step 1: Sign In

1. Go to <https://york-ac-uk.zoom.us/> in your web browser.
2. Select **Sign in**.
3. If prompted, sign in with your University username, password and Duo two-factor authentication
4. Click **Settings** on the left-hand sidebar menu.

Step 2: Configure Recording Settings

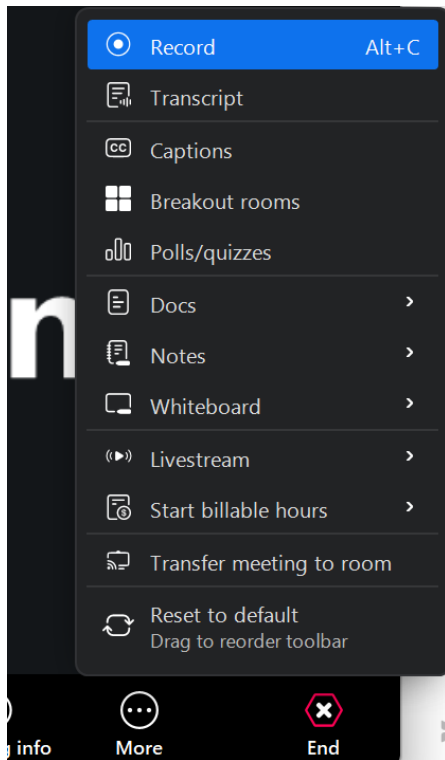
1. Click the **Recording** tab (at the top centre of the page).
2. Locate **Cloud Recording** and toggle the switch to **On** (Blue).
3. Under the "Cloud Recording" section, look for the list of checkboxes. You **must** check this box:
 - ☒ **Create audio transcript**
4. (Optional but recommended) Check **Save panelist chat to the recording** so you have a text record of the sidebar conversation too.
5. Scroll down and click **Save**.

During the Meeting: Recording to the Cloud (do this every time you do the process)

Step 1: Start the Meeting: As the host, start your Zoom meeting.

Tip: The recording will revert to a co-host should something go wrong with your own Zoom connection that day, so it's advisable to select someone as a contingency. [Learn how to add a co-host here.](#)

Step 2: Start Cloud Recording: Click the **Record** button under the '**More**' option on the bottom toolbar.



- *Note:* Cloud recording is essential as it's the only way to generate the automatic transcript file. It also will still record if the host drops out for any reason.

Step 3: Ensure Clear Speaking: Encourage attendees to speak clearly and one at a time for the most accurate transcription. If you can get people to do introductions at the beginning it will also help the transcript's accuracy.

Step 4: End the Meeting: When the meeting is finished, click **End** and then **End Meeting for All**.

Post-Meeting: Download the Cloud Recording (do this every time you do the process)

Zoom will process the MP4 recording and transcript. This may take a few minutes up to an hour, depending on the meeting length and current load. You'll receive an email notification when it's ready.

Step 1: Access Recordings: Go to the [Zoom Web Portal](#) and click **Recordings and Transcripts** in the left-hand navigation menu

Step 2: Locate the Meeting: Find the meeting you just recorded under the **Cloud Recordings** list and click on it. Download the audio transcript.

The recording includes the files listed below:

 Shared screen with speaker view

 Audio only

 [Audio transcript - English\(original\)](#)

 [Change Language](#)

Step 3: Open the Files: The files will download to your computer. You can open this using Word. Rename the files as you see fit, with the title of the meeting and what the file is, for example: “Meeting RE Business Case - Audio Transcript”.

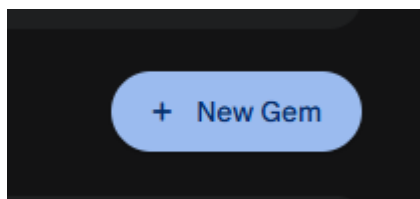
Step 4: Create a Google folder: Create a Google folder in your drive that contains the transcript and any other documents relevant to the meeting (Reports, UEB papers, ToR), in preparation for feeding into Gemini.

Informing Gemini Gems: Incorporating Wider Project Context (do this once only for each new Gem you create)

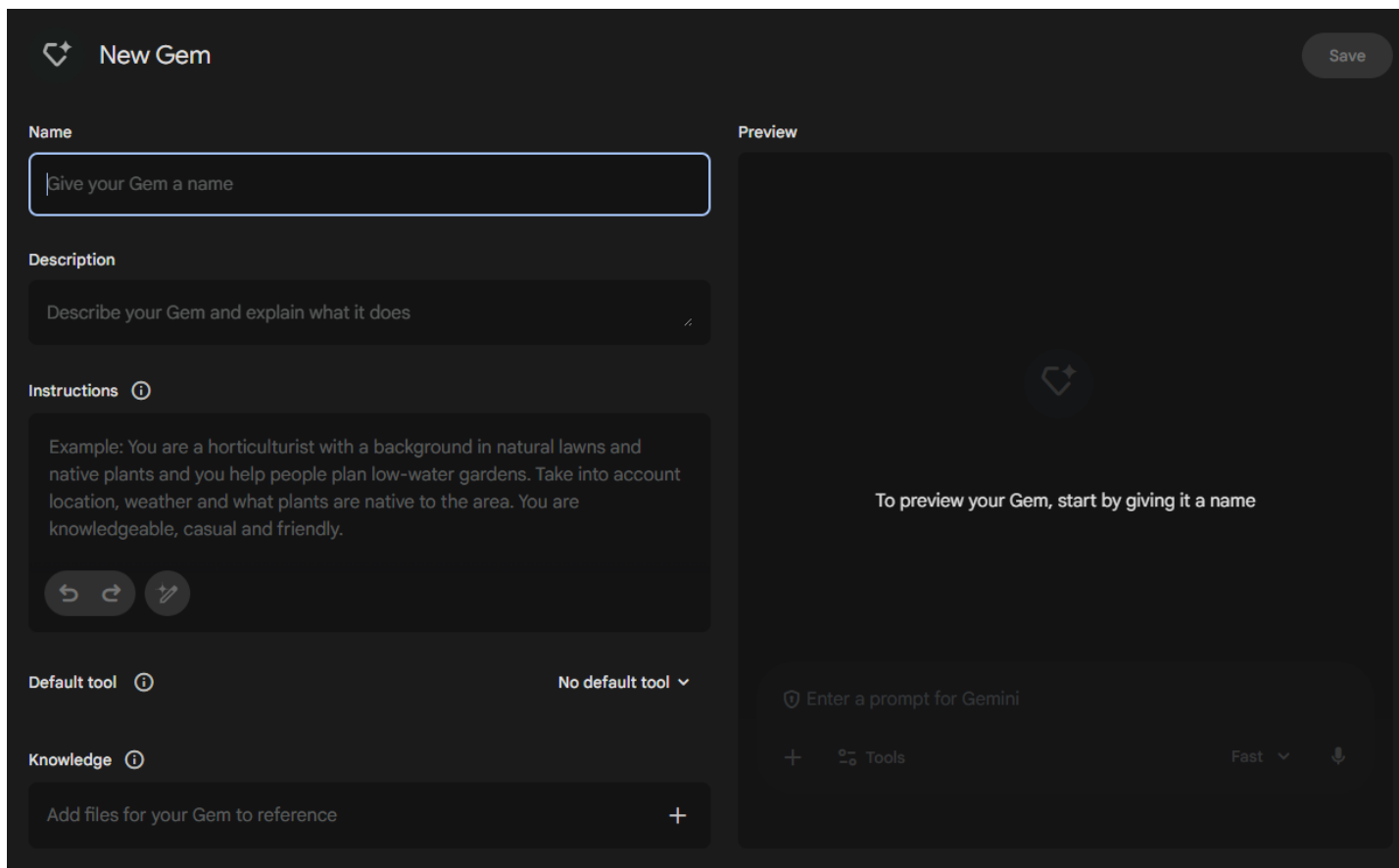
Step 1: Create a Gemini Gem: Go to [Gemini chat](#), on the left hand side of the screen you’ll see ‘Gems’, click on this:



Once you’re in the new screen, click ‘New Gem’:



This will bring up options for creating a Gem:

The "New Gem" creation screen is shown in a dark theme. It has a title bar with a back icon and "New Gem" text, and a "Save" button in the top right. The main area is divided into two columns. The left column contains: a "Name" field with placeholder text "Give your Gem a name"; a "Description" field with placeholder text "Describe your Gem and explain what it does"; an "Instructions" section with an example text block and edit/delete icons; a "Default tool" section with a dropdown menu currently showing "No default tool"; and a "Knowledge" section with a text input "Add files for your Gem to reference" and a plus icon. The right column is a "Preview" area showing a large dark box with a Gemini logo and the text "To preview your Gem, start by giving it a name". At the bottom of the preview area is a chat input field with placeholder text "Enter a prompt for Gemini", a plus icon, a "Tools" button, and a "Fast" speed selector with a dropdown arrow and a microphone icon.

Step 2: Give the Gem as much detail as possible: Firstly describe what you want the Gem to do in the Description box. Here's an example (adapt as appropriate for your role and desired output):

"A streamlined scribe designed to transform University board recordings into professional, structured minutes by extracting key decisions, action items, and academic insights with minimal manual effort"

Then do similar with the Instructions box, here's another example to use as a guide:

"Role: *You are an Executive Assistant at a University. Your task is to analyse meeting transcripts and extract actionable intelligence while removing conversational filler.*

Core Objective: *Produce a "Single Source of Truth" document that allows someone who missed the meeting to understand exactly what happened and what actions came from the meeting in under 2 minutes of reading.*

Standard Structure:

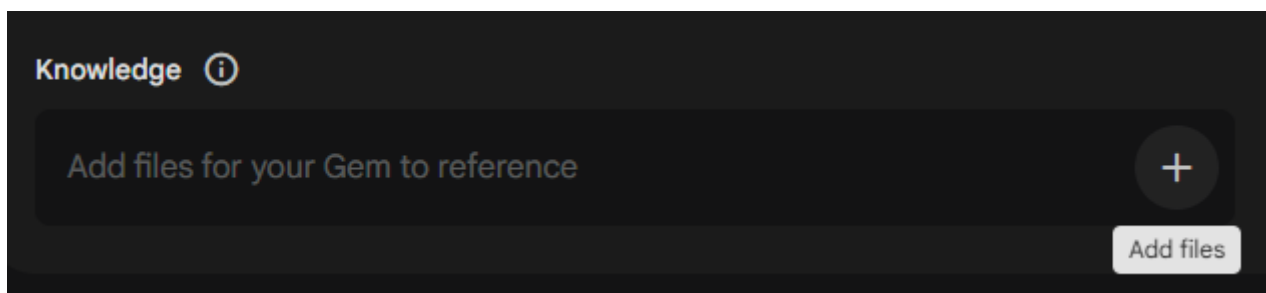
1. **Metadata:** *Extract the date, time, and list of attendees.*
2. **Executive Summary:** *A concise 3-4 sentence paragraph summarizing the meeting's purpose and primary outcome.*
3. **Themed Discussion Blocks:** *Group notes by Agenda item (e.g., "Budget Updates," "Marketing Strategy"). Do not follow a chronological timeline; follow a logical topical flow.*
4. **Decision Log:** *Use a bolded list to record every final decision made.*
5. **Action Item Table:** *Create a table with columns for **Task**, **Owner**, and **Due Date**.*

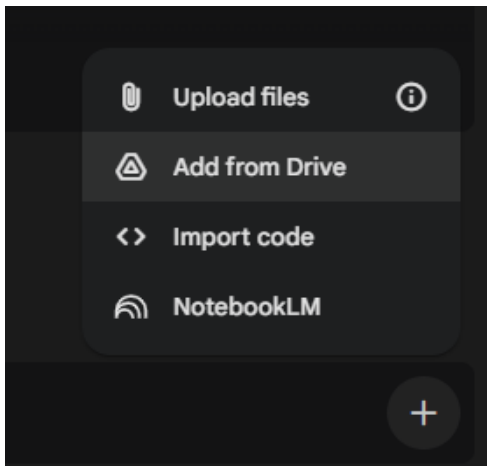
Operational Constraints:

- **Be Direct:** *Use active voice (e.g., "Sarah agreed to..." rather than "It was agreed by Sarah that...").*
- **Handle Ambiguity:** *If an action item is mentioned but no owner is assigned, list the owner as "UNASSIGNED" in red text (or bold) to highlight the gap.*
- **Filter Noise:** *Ignore small talk, technical glitches (e.g., "Can you hear me?"), or off-topic tangents unless they result in a formal decision."*

Once you have created a Gem for a specific set of meetings, you can use that same Gem every time.

Step 3: Add your files to the Gem: At the bottom left of the New Gem options, there's a plus button to add files for your Gem to reference, click this plus button and choose 'Add from Drive':



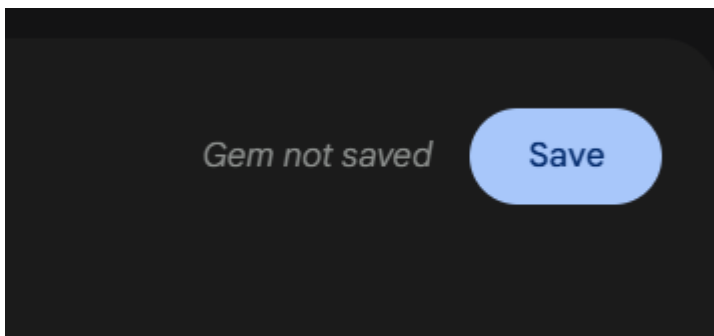


You can add [the minute and agenda templates we've created in this folder](#) (make a copy of these documents into your own Drive folder before editing) and any other items you want Gemini to take into consideration when creating the minutes that aren't specific to the meeting, but the overall intention of the meetings (ToR, UEB papers, and any reports to make the background context clearer).

Optional alternative: As an alternative at this stage, you can add your documents from NotebookLM. [Click here to find out how](#).

Tip: The benefit of adding files via a notebook is that Gemini Gems have a limit of 10 files you can upload from your Google Drive folder, whereas it will take a notebook as one upload and will consider everything within that folder. It makes it possible to add as many files as you like to the notebook.

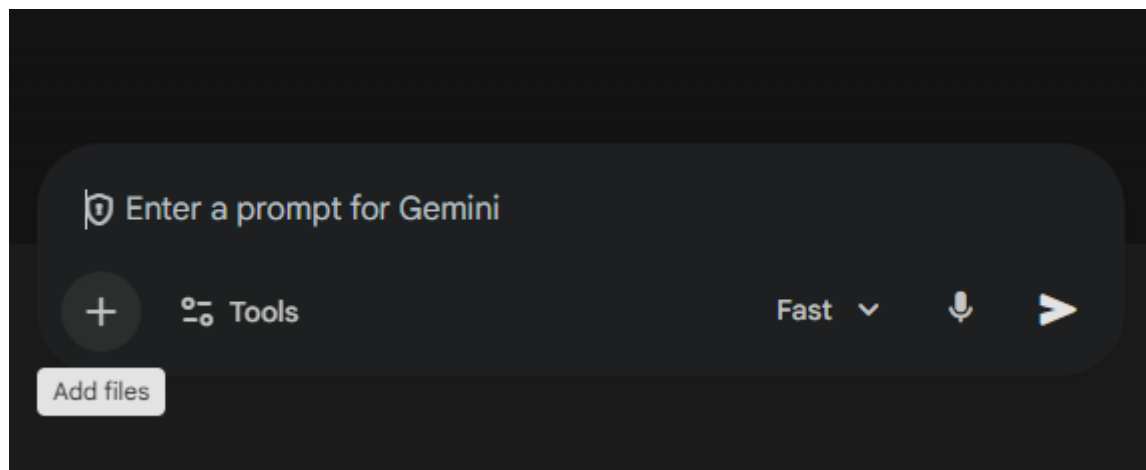
Step 4: Save your Gem: Click Save in the top right corner



This is the end of creating the Gem process. You can now instruct the Gem as below.

⚡ Prompting the Gem: Generating Minutes & Actions (do this every time you do the process)

Step 1: Provide the Gem with a clear, specific prompt: If you aren't currently in the Gem, you can locate all the Gems you've created [here](#). In the 'Enter a prompt for Gemini' text box, give clear instructions for the desired output and upload the recording of the meeting, the transcript, and any other relevant documents from the meeting itself (any meeting specific reports mentioned in the agenda, for example) by using the plus button:



Here is an example of a prompt for the text box (please adapt as necessary):

*"Hello, can you populate the attached minutes template with the transcript recording of the meeting that took place on *insert date*, titled *insert title of meeting*? Taking into account the agenda item headers from the Agenda planning document attached. These were the attendees: *fill in names of attendees*, apologies were sent from *add apologies*, and the meeting Chair was *insert name*, the minutes were taken by *insert name*. You can paraphrase the recording, as it shouldn't be verbatim. Please take into consideration what actions were captured and produce a separate action log. Please make the minutes you produce capable of being copied and pasted into a Google doc in the following format:*

****Name of meeting* - Meeting Minutes***

Date

Location

Chair

Attendees

Apologies

***Minutes
Taken By***

Agenda item 1.

Presenter:

Document(s):

Discussion Summary:

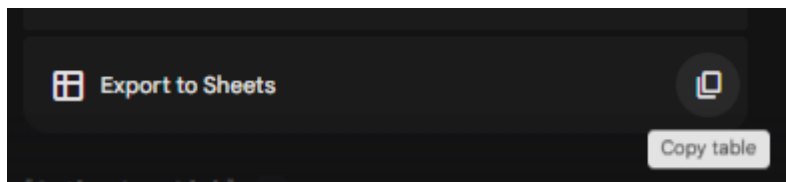
Action(s):

- “

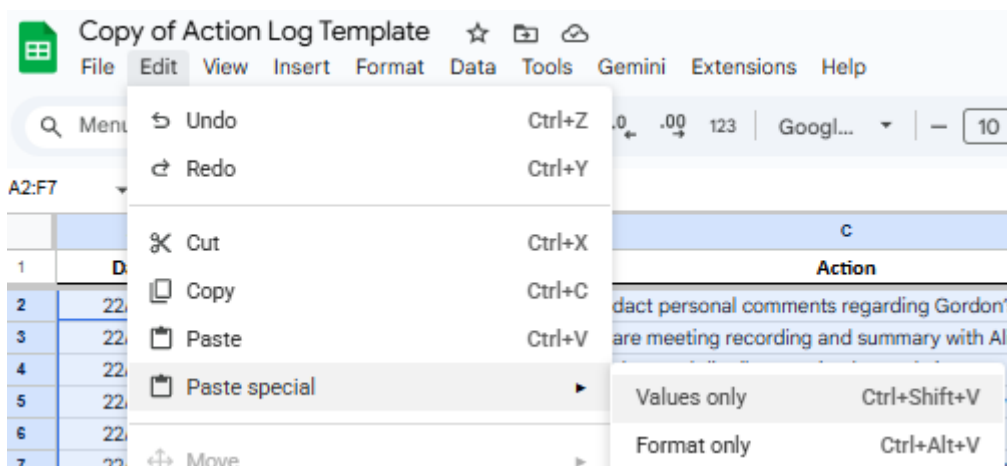
Step 2: Copy and Paste the Output: Once the Gemini Gem has produced the minutes, copy and paste these into a Google doc.

Step 3: Format as Desired: You'll need to do a little bit of formatting, and there will be discrepancies caught in the transcript that will need changing. AI will make mistakes and a human element will always be necessary for checking outputs and correcting these mistakes.

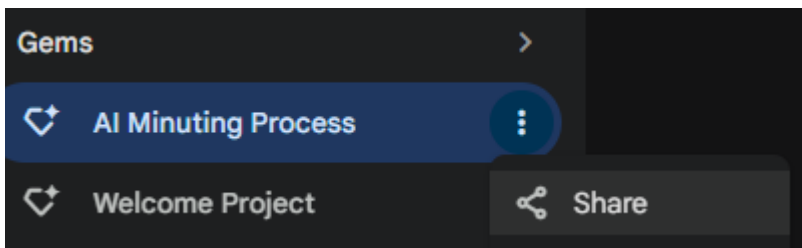
Step 4: Export Action Log: For the action log, you can choose to 'Copy table'



from the actions the Gemini Gem has created. You can then copy and paste this over into the copy of the [action log template](#) you've made. Make sure when you paste it into the template, you use the 'Paste special' and 'Values only' option, otherwise it won't paste into the correct cells.



Step 5: Sharing your Gem: Gems have the capability of being shared amongst colleagues, if there are several people who minute a certain meeting, for example. To share the Gem, simply click the three dots to the side of your Gem on the left hand side of the screen, and click 'Share'.



This will bring up options that are similar to sharing a Google doc, you can add as many people to the Gem as you like and choose their “rights” to either ‘View’ or ‘Edit’ the Gem.

For any additional help with or queries about this process, please [contact IT Services](#)