



**Tools Used**

Fathom & ChatGPT



ChiefAIOfficer.com

AI SMARTCUTS

# Enhance *Zoom Meeting Recordings* with Fathom

Follow this comprehensive step-by-step guide to capture every detail of your virtual meetings effectively and efficiently.

/prompt **/business** ● ● ● ●

# Mastered Meetings with Fathom.video

Enhance your Zoom meetings with Fathom AI, a cutting-edge tool that offers real-time insights using advanced technology. With Fathom AI, you can track participant engagement, analyze sentiment, and improve meeting effectiveness. Elevate your virtual collaboration experience with Fathom AI.

Additionally, the integration of ChatGPT offers advanced capabilities for analyzing meeting content. By exporting transcriptions from Fathom to ChatGPT, you can perform sentiment analysis and identify any concerns raised during the meetings. This added step provides deeper insights and helps address any issues proactively.

# Setting Up The Baseline

1

**Install Software:** Download and install both Zoom and Fathom.video applications on your computer.

2

**Set Preferences:** Adjust settings for video quality, storage location, and audio sources to match your recording needs.

3

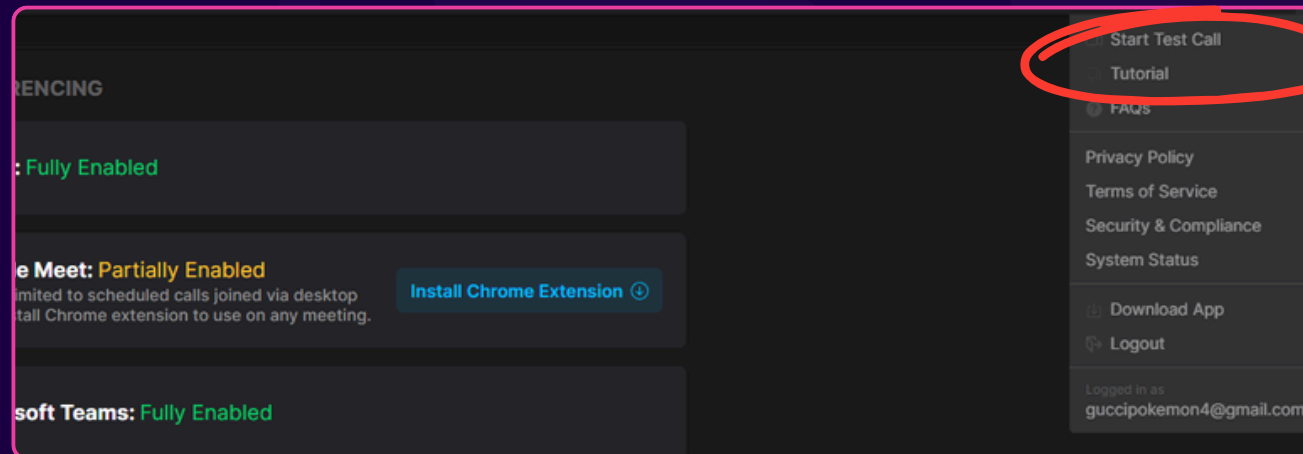
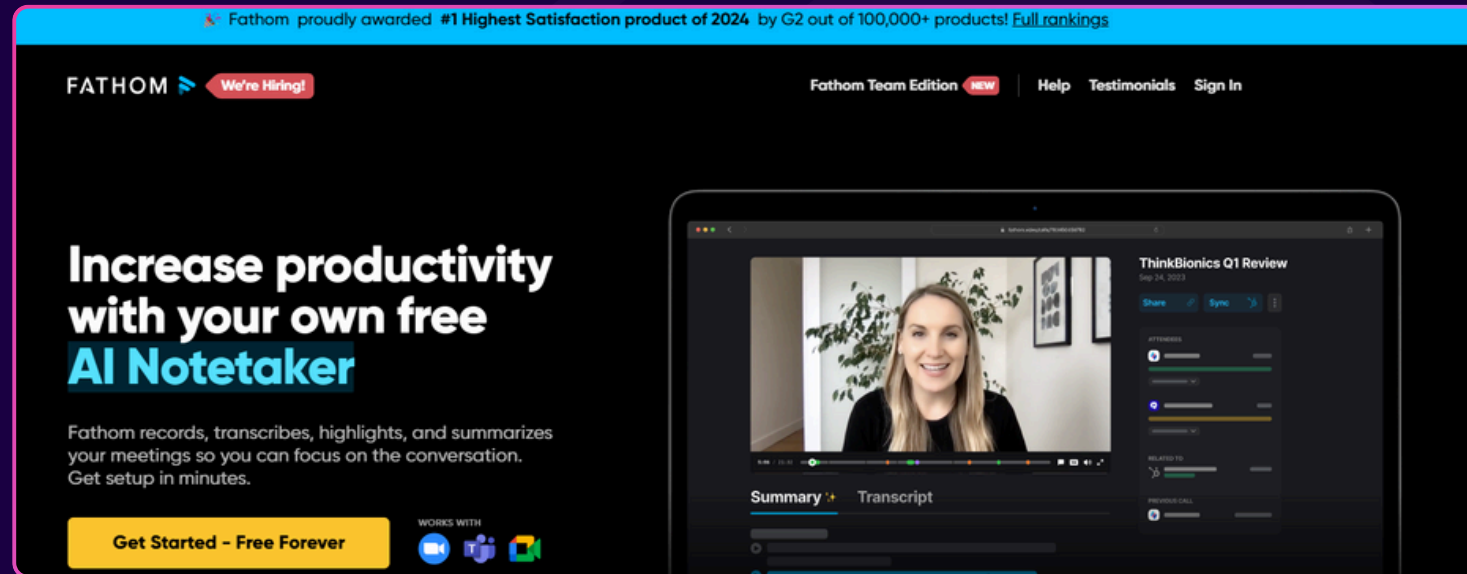
**Record, Review, and Analyze:** Use Fathom to record the meeting. Export the transcription and use ChatGPT to analyze the sentiment and identify any concerns raised during the meeting.

# Sign Up and Log In

{1} Go to the Fathom.video website. Click on the “Sign Up” button and follow the instructions to register. You'll need to provide some basic information like your email address.

{2} Make sure that you have the host's permission to record the meeting and notify participants, as mandated by law and Zoom's guidelines.

{3} Start a test call to ensure everything is set.



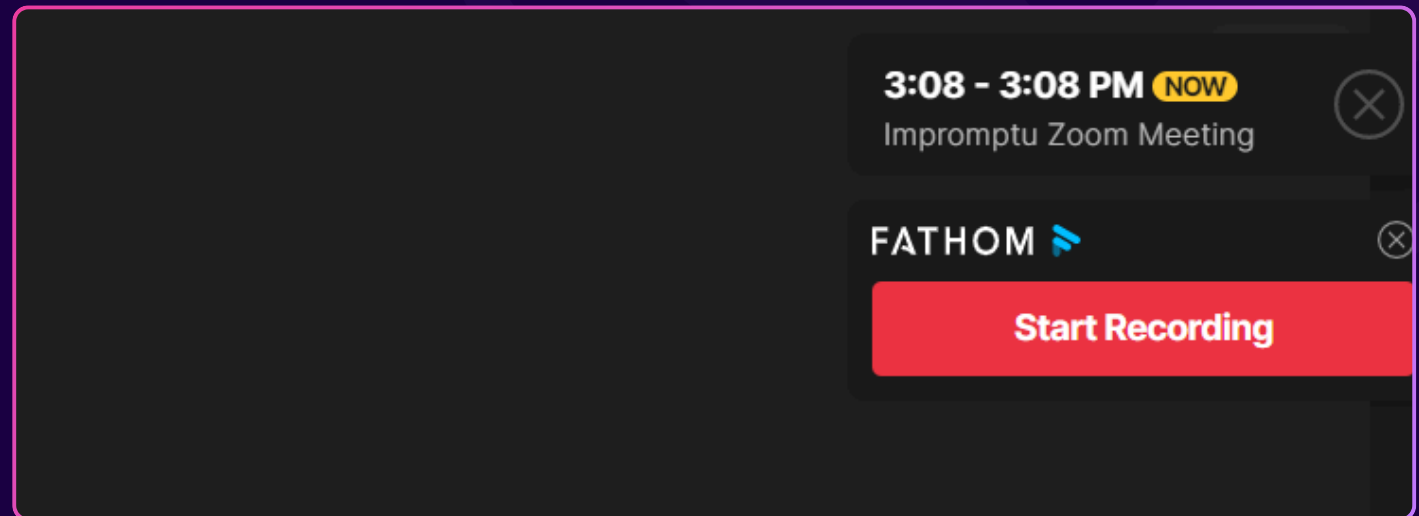


# Start Your Zoom Meeting

{ 4 } Launch the Zoom application and join or start your scheduled meeting.

{ 5 } Click the Fathom icon or you can use a hotkey to initiate recording when your Zoom meeting is in progress. Fathom should automatically detect the Zoom window.

{ 6 } Select Audio Source: Choose the correct audio input, such as your microphone, to ensure it captures all voices clearly.

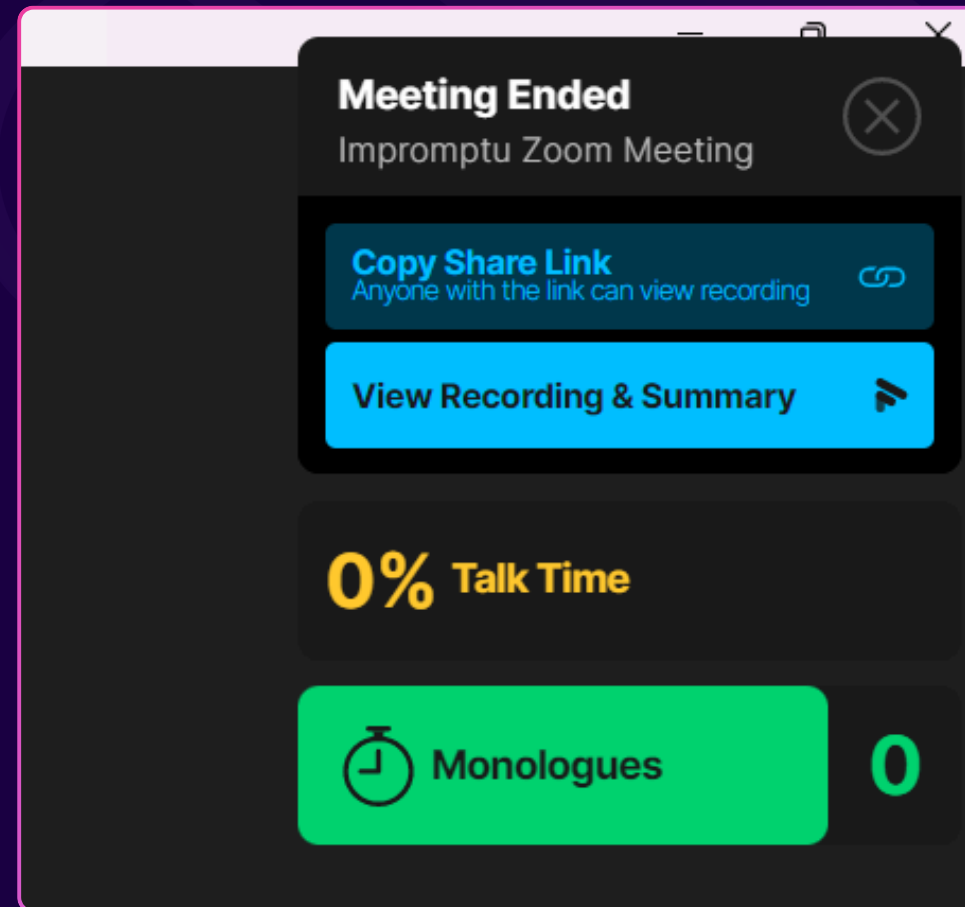
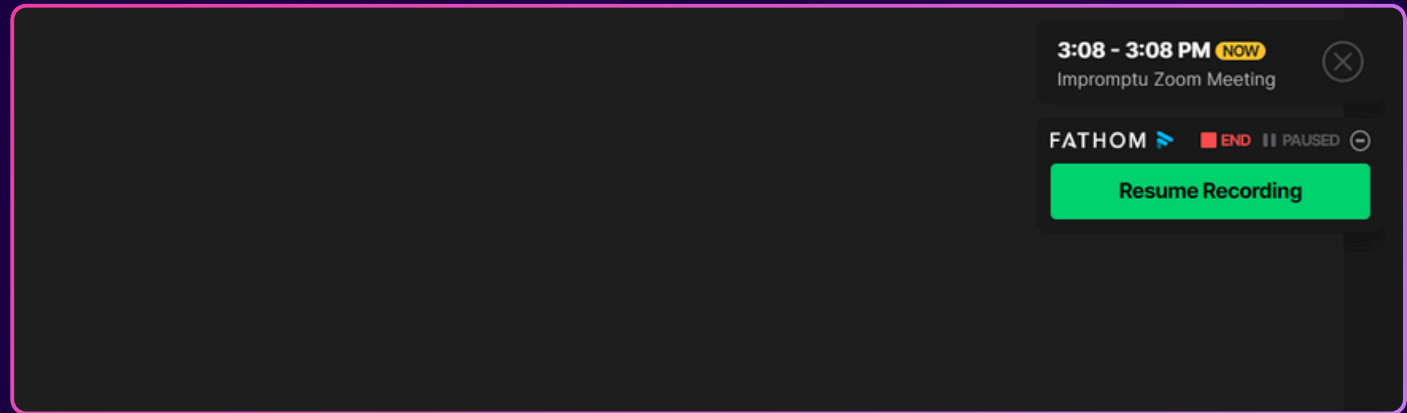


# Managing the Recording

{ 7 } Monitor Recording: Keep an eye on the recording status via the Fathom app to ensure it is capturing the video and audio without issues.

{ 8 } Pause/Resume: Use Fathom's controls to pause and resume recording as needed throughout the meeting.

{ 9 } When the meeting concludes, stop the recording using Fathom's control panel. The video file will automatically save to a designated folder on your computer. You can rename and move the file as needed.



# Access and Leverage Meeting Outputs

{10} Open the Fathom application. Navigate to the dashboard where all your recordings are listed.

{11} View Summaries and Key Takeaways:

Fathom's AI will have automatically generated a concise summary of the main discussions, key points, and decisions made during the meeting.

By utilizing these features, you can maximize the productivity and impact of your Zoom meetings.

SUMMARY

TRANSCRIPT

General

Copy Summary

Meeting Purpose:

Onboard Steven to understand the current prompt import process and determine next steps for automation.

Key Takeaways

- Lucas previously built automation to import prompts from Notion to Bubble, but it is not fully functional
- The automation needs updated prompts and integration with the new curly bracket syntax
- Steven and Gucci Pokemon should watch Lucas' video walkthrough to understand the full process before proceeding

YOUR QUESTIONS

"But are you sure we need notion, by the way?"

"I think like we're we're clear, right, Stephen?"

THEIR QUESTIONS

"Yeah, do you have the extension installed, by the way, a door on your browser?"

"Are you on a matter of a matter of PC?"

"I wonder if it's like Not just not cash guitar is successfully upgraded to a team em that says blah blah blah Maybe I can try to like I don't know maybe you log out and log back into the extension I don't know why you can you go to..."

"before we go and stamp out a thousand in the wrong flavor, right? We need to switch these things up so that chativity is giving us back everything from a, uh, that would be a left and a right square bracket to a



*Test Recording: Conduct a brief test recording before an important meeting to ensure all settings are correctly configured.*



# Incorporating ChatGPT for Sentiment Analysis

{ 12 } Export Transcription from Fathom. You can either download it as a text file or copy the text directly.

{ 13 } Navigate to the ChatGPT. Use the following prompt to ask ChatGPT for sentiment analysis.



Analyze the following meeting transcription for sentiment and identify any concerns raised during the discussion. Provide a brief summary of the overall sentiment (positive, neutral, negative) and list any specific concerns mentioned. Here is the transcription:

[Insert meeting transcription here]



The overall sentiment of the meeting transcription is neutral, with a focus on discussing the existing prompt migration process, identifying challenges, and planning improvements. There is a collaborative and constructive tone throughout the discussion.

## Specific Concerns Mentioned

### 1. Manual Addition of Paragraph Spacing

- The need to manually add paragraph spacing to the prompts was identified as an issue.

### 2. Quality of Notion AI Outputs

- There were concerns about the potential for the Notion AI to generate low-quality outputs.

### 3. Formatting Syntax

- The need to switch the prompt formatting from square brackets to curly brackets to enable syntax highlighting in the prompt vault software was highlighted as a challenge.

» Truncated response





# Frequently Asked Questions



**Do I need permission to record a Zoom meeting using Fathom.video?**

Yes, you must obtain permission from the host and inform all participants that the meeting is being recorded.



**How do I ensure that Fathom captures both video and audio clearly?**

Ensure that your microphone and camera are selected and tested within the Fathom app, and adjust the input levels as needed.



**Can Fathom generate transcripts automatically?**

Yes, Fathom can automatically generate transcripts if you enable the transcription feature in the settings.



**What are the benefits of using the summary and key takeaways feature?**

The summary feature in Fathom analyzes the recording and highlights essential points, decisions, and action items.



**How can ChatGPT help with my meeting recordings?**

ChatGPT can analyze the transcription of your meeting for sentiment and identify any concerns raised during the discussion. This provides deeper insights and helps you address any issues proactively.

## Continue Exploring

Additional resources including all the prompts used within this **Smartcut**.



**ChiefAIOfficer.com**

ACCESS PROMPTS

# AI Upskilling For Your Organization

LEARN MORE

 [martcuts.io /prompt /business](https://martcuts.io/prompt/business) 