

Creating Zoom meeting summaries with the AI Companion

[1]

June 24, 2024 by [ES and UIS Communications](#) [2]

Have you missed a part of a meeting or needed to jog your memory on something that was said? UIS recently enabled the Zoom Companion AI feature, an artificial intelligence tool useful for summarizing and transcribing what is said in a meeting.

The feature was initially disabled while the Office of Information Security assessed the risk to our data. Zoom has stated that no user data will be used to train AI models, greatly reducing the risk of data exposure.

NOTE: New AI tools are being released and promoted continuously. They must be assessed for their security risk before being used at the University of Colorado. Be sure to follow the [CU System Guidance for Artificial Intelligence Tools Use](#) [3].

It is important to consider the subject matter of your meeting and to confirm that all participants know the meeting will be transcribed at the start.

Using the AI Companion

1. Login to the [CU Zoom web application](#) [4]. You cannot enable the AI Companion via the desktop application.
2. Navigate to the **Settings** tab and select the **AI Companion** tab.

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- Whiteboard

Meeting

Meeting

Recording

Meeting Summary with AI Companion



Modified Re

Allow host to generate a summary. Meeting Summary uses AI technology, which may include third-party models. Summary will be automatically sent after the meeting has ended. Zoom does not use any audio, video, chat, screen sharing, attachments or other communications-like content (such as poll results, whiteboard and reactions) to train Zoom's or third-party AI models. [Learn more](#)

AI Companion Questions



Modified Re

Allow hosts and participants to ask questions to the AI Companion during a meeting, based on the meeting transcript. This feature uses AI technology, which may include third-party models. Zoom does not use any audio, video, chat, screen sharing, attachments or other communications-like content (such as poll results, whiteboard and reactions) to train Zoom's or third-party

3. Enable the Meeting Summary with AI Companion function.

- < General
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- AI Companion
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Meeting

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Meeting Summary with AI Companion



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Automatically start Meeting Summary for all meetings I host

Share summary with

Only me (meeting host)

Only myself (meeting host) and meeting invitees in our organization

All meeting invitees including those outside of our organization

Save Cancel

- The **AI Companion Questions** function can be enabled, allowing meeting participants to ask the AI Companion questions based on the meeting transcript.
- Additionally, the **Smart Recording with AI Companion** function can be enabled, which automatically creates recording highlights, summary and smart chapters, and next steps.

4. Choose with whom you would like to share the meeting summary. UIS recommends you opt to send only to yourself (the host) since AI summaries are often inaccurate. They need to be reviewed for accuracy and to avoid misunderstanding. The host can then update or fix errors before sharing it with all attendees.

Automatically share summary with

- Only me (meeting host) ⓘ
- Only me (meeting host) and meeting invitees in our organization
- All meeting invitees including those outside of our organization

5. Click **Save**.

6. The meeting summary will be immediately sent to the selected recipients upon the meeting's conclusion.

HINT: Set it and forget it. If you love the note-taking capabilities of an AI meeting assistant but keep forgetting to click the AI Companion “meeting summary” button at the start of your meetings, enable the setting to automatically start ^[5] the meeting summary at the beginning of all meetings you host.

computer help ^[6], Zoom ^[7], AI ^[8]

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