

The Meeting Cheat Code

Wire Granola + Claude into auto-dashboards. You commented "MEETINGS" — here's the full build guide, every step, nothing skipped.

■ The problem this kills

You get off a call and the real work starts. Scroll back through the notes, figure out who said they'd do what, dig out the one decision that actually mattered, remember the question nobody answered. Half the time you don't do it, and the call quietly leaks — an action item drops, a follow-up never goes out, a prospect's exact words are gone by the time you write the recap.

The notetaker already caught all of it. It's just sitting in a transcript nobody turns into anything.

■ What you'll have in 15 minutes

You type one line — **"Visualize my last meeting"** — and Claude reads that transcript and hands you a clean visual dashboard of the call. Same four things on every one:

- **Action items** — what got promised, by who
- **Key decisions** — what was actually settled
- **Open questions** — what's still hanging
- **Next-steps timeline** — the sequence, in order

And when it's a sales call, you get the bonus board: action items sorted by owner, with due dates, the prospect's key quotes pulled straight from the

transcript, and the whole thing forwardable to your team. No re-typing. No "let me write up my notes." You talk, it renders.

■ The complete build — 6 steps

Do these once. After that it's just the one command, forever.

Step 1 — Install Granola on your Mac

Go to **granola.ai** and install the app. Granola is an AI meeting notetaker, and here's the part that matters: **no bot joins the call**. It runs on your Mac and listens to your audio locally — nothing shows up in the participant list, nobody sees "Notetaker has joined." You just take your call like normal and Granola captures the transcript in the background.

Take one real call (or hop on any quick call) so you've got at least one meeting in there to work with.

Step 2 — Connect Granola to Claude

Open Claude. Go to **Connectors** (Settings → Connectors), search "**Granola**", and hit **Connect**. Approve the access when it asks.

That's it — Granola is now a connector Claude can pull from. If you'd rather add it by URL, the connector endpoint is:

```
https://mcp.granola.ai/mcp
```

This is the MCP link that lets Claude reach into your Granola account and read your meetings.

Step 3 — Confirm the 4 tools are live

Once it's connected, Claude has four Granola tools available. Worth knowing what each one does so you trust what's happening:

- `list_meetings` — pulls the list of your recent meetings
- `get_meeting` — grabs one specific meeting's details
- `get_meeting_transcript` — reads the full word-for-word transcript of a call
- `query_granola` — searches across your meetings for whatever you ask

To check they're wired, just ask Claude: *"List my recent Granola meetings."* If it comes back with your calls, you're connected. If not, redo Step 2.

Step 4 — Add the granola-meeting-os Skill

The connector gets Claude to your transcripts. The `granola-meeting-os` Skill is what turns a transcript into an actual dashboard instead of a wall of text.

Add the Skill to Claude. It runs as a **slash command · auto** trigger — meaning once it's in, Claude fires it automatically when you ask to visualize a meeting; you don't have to invoke it by hand. Under the hood the Skill does three things every time:

1. **Reads the transcript** of the meeting you point it at 2. **Classifies the meeting type** — sales call, standup, 1:1, planning, discovery — so the layout fits the call 3. **Renders a tailored dashboard** for that type, not a generic template

That classify step is the whole trick: a sales call and a team standup should not look the same, and they don't.

Step 5 — Run it

Type this into Claude:

```
Visualize my last meeting
```

That's the whole command. Claude grabs your most recent Granola call, reads the transcript, works out what kind of meeting it was, and builds the dashboard. Every one gives you the same core four — **Action items, Key decisions, Open questions, Next-steps timeline** — laid out clean and skimmable.

Want a different call? Say "*Visualize my meeting with [name]*" or list them first with "*Show my recent meetings*" and point at the one you want.

Step 6 — The sales-call bonus

When the Skill classifies the call as a **sales call**, it renders extra:

- **Action items sorted by owner** — yours vs theirs, no untangling
- **Due dates** attached to each one
- **The prospect's key quotes** — their actual words, pulled from the transcript (the objection they raised, the line where they leaned in)
- **The whole board is forwardable** — send it straight to your closer, your team, or drop it in the CRM

This is the one that changes your day. You close a call, type one line, and the recap that used to eat 20 minutes is done — with the prospect's real words in it, not your fuzzy memory of them.

■ Notes + troubleshooting

- **Mac only for Granola.** The no-bot local capture is a Mac app. If you're on Windows, this exact build doesn't run.
- **"Claude can't see my meetings"** → the connector isn't approved. Redo Step 2, and make sure you granted access when Claude

prompted.

- **Nothing to visualize** → you need at least one meeting captured in Granola first. Take one call with the app running, then try.
- **The dashboard looks generic** → confirm the `granola-meeting-os` Skill is actually installed (Step 4). The connector alone gives Claude the transcript; the Skill is what shapes it into the tailored dashboard.
- **Point at a specific call** → name it. "Visualize my meeting with [name]" beats hoping "last meeting" is the right one.
- **Privacy** → the transcript lives in your Granola account; the connector only reads what you ask for. Keep sensitive calls in mind before you forward a board.

■ Where this fits

This is one wire between two tools, and it already saves you a chunk of every day. But notice the shape of it: a system that reads your real stuff, understands what kind of thing it's looking at, and renders exactly what you need — on one command, with no busywork. That's the whole idea behind the systems I build at Axionox. This one you can stand up yourself in 15 minutes. The bigger ones — where your meetings, your CRM, your follow-ups, and your reporting all run on their own — are the same idea, wired deeper.

■ Your next step

Do it now, while it's fresh. Install Granola, connect it, add the Skill, and run "Visualize my last meeting" on the call you were just on. Fifteen minutes, and you'll never write up a meeting by hand again. The next call you take is the one you'll wish you'd had this for — so set it up before it.

Built by Axionox. I'm Saad Bhatti — I build real AI systems that run on their own. If you want to see what this looks like grown up into a full system wired into your actual stack, reply to the DM and I'll walk you through one. Follow for more like this.

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