BUTTERFLY Note Taker

WHITE PAPER · IN-HOUSE MEETING ASSISTANT

Meeting data stays in-house.

A meeting assistant that can be deployed on-premise: it joins Teams, Zoom and Google Meet meetings from the calendar, transcribes the conversation in Turkish and e-mails decisions and action items to the participants.

Joins from the calendar

Teams, Zoom, Google Meet

Transcribes in Turkish

The meeting transcript is recorded

Sends by e-mail

Summary, decisions, action items

Runs in-house

Your own server, your own AI infrastructure

EXECUTIVE SUMMARY

A decision made in a meeting should be findable after the meeting too.

Many organizational decisions are made in meetings, yet the reasoning, owner and next step of a decision often never become a written record. Weeks later the team searches for the same information in e-mail and chat history.

External note-taking services partly solve this problem, but they require meeting audio and content to be processed outside the organization. For banks, public institutions and regulated sectors with information security policies, this is often not possible.

Butterfly Note Taker is a meeting assistant that joins meetings from the calendar, transcribes the conversation in Turkish and, when the meeting ends, e-mails the summary, decisions and action items to the participants. It can be deployed on-premise: the bot, recording and processing can run on the organization's own servers, and the organization's own AI infrastructure can be used for transcription and summarization.

IN THIS DOCUMENT

- Why meeting decisions get lost and the limits of external note services in regulated organizations
- Note Taker's four steps: from calendar invitation to meeting record
- Two outputs from the same meeting: a summary e-mail for participants, an archive for the organization
- The on-premise deployment model and which teams it suits
- An on-premise deployment at a bank
- Certificates, KVKK and frequently asked questions

OUTCOME

Your meeting data is processed in-house. Decisions arrive in your inbox.

THE PROBLEM

Decisions are made in the meeting and lost in the record.

A decision is made in a meeting. Two weeks later the team searches e-mail and chat history for the condition under which it was made or for the next step.

In most organizations, meeting notes are a manual task one person takes on. The note taker cannot fully take part in the meeting; notes stay in personal files and, even when shared, their format changes from meeting to meeting. If the owner and due date of each action are not tracked separately, the decision is forgotten before it is put into practice.

The decision trail is lost

In which meeting a decision was made, under which condition and what work it created for whom cannot be found later; the same topic is reopened.

Everyone takes different notes

Participants move forward with their own notes instead of a shared summary; the owner and due date of actions remain unclear.

External services are not an option

When conversations are subject to internal data policies, using an external meeting note service may not be possible.

Cannot be shown in an audit

In regulated processes it must be possible to show later who decided what; scattered notes cannot do this.

Why external services do not work for regulated organizations

Meeting audio and the decisions made in it are the organization's information assets. In banking and insurance, information security policy often prevents this content from leaving the organization; public institutions are expected to keep meeting records on their own infrastructure. In that case a service that processes meeting audio in its own cloud cannot be used, however convenient it is.

THE ANSWER

Note Taker produces two outputs from the same meeting. Participants receive a shared summary they can work from; the organization reaches the records and summaries of past meetings from a single archive. In an on-premise deployment this work runs on the organization's own infrastructure.

HOW IT WORKS

From calendar invitation to meeting record.

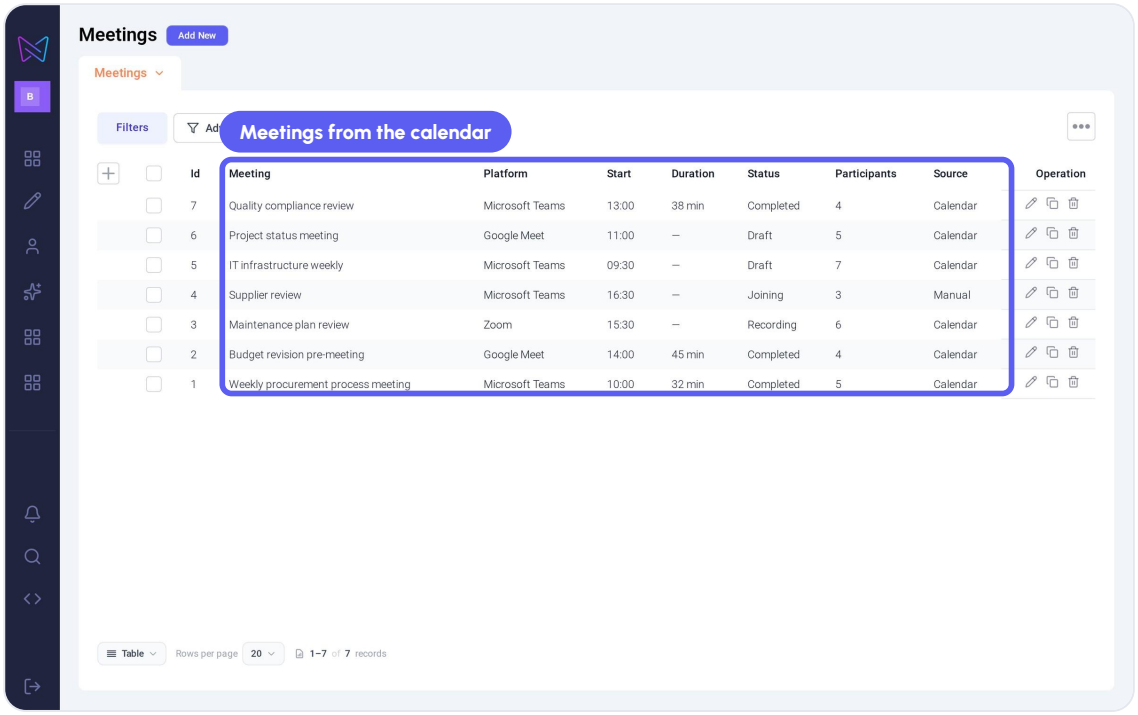
Note Taker joins the meeting like a participant. Nobody needs to take notes or start a tool by hand.

1 **Joins from the calendar**
Note Taker connects to your calendar and joins the call as a bot at the meeting time. Microsoft Teams, Zoom and Google Meet are supported.

2 **Records and transcribes in Turkish**
From the meeting transcript it creates a summary, a list of decisions and action items.

3 **Sends to participants**
When the meeting is over, the summary, decisions and action items are shared by e-mail.

4 **Makes past decisions easy to find**
When you want to know what was decided about a supplier change last quarter, you can go back to the related meeting record and summary.

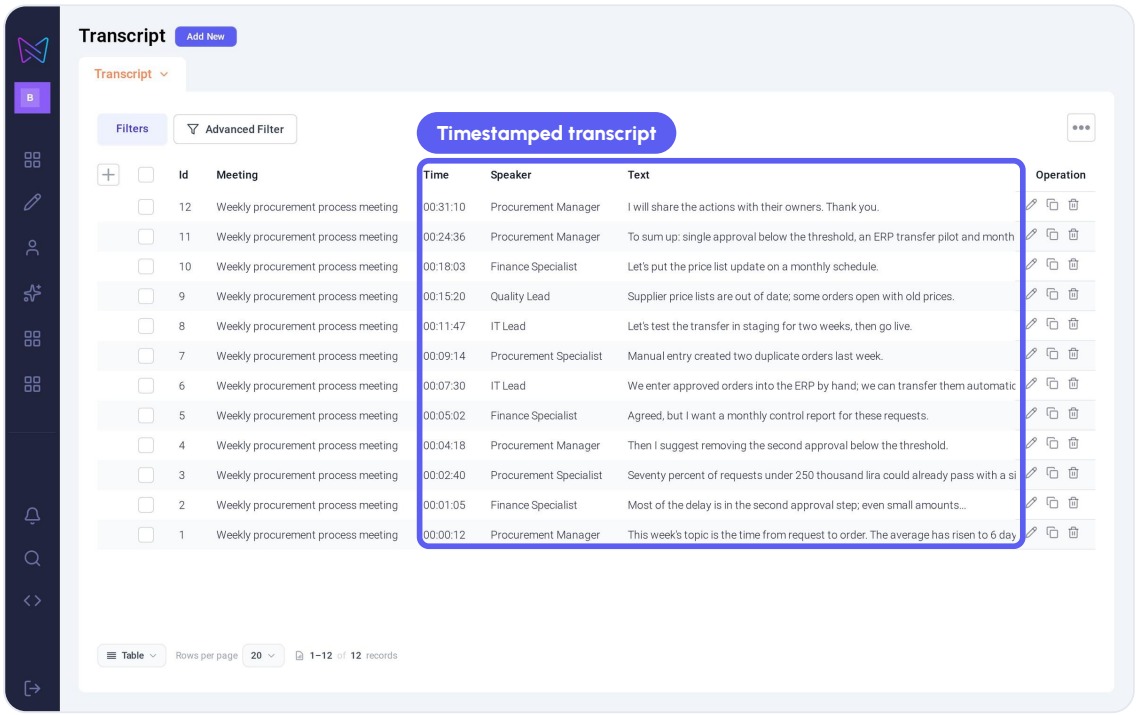


Meetings. Meetings from the calendar in a single list with platform, start time, duration, status, number of participants and source.

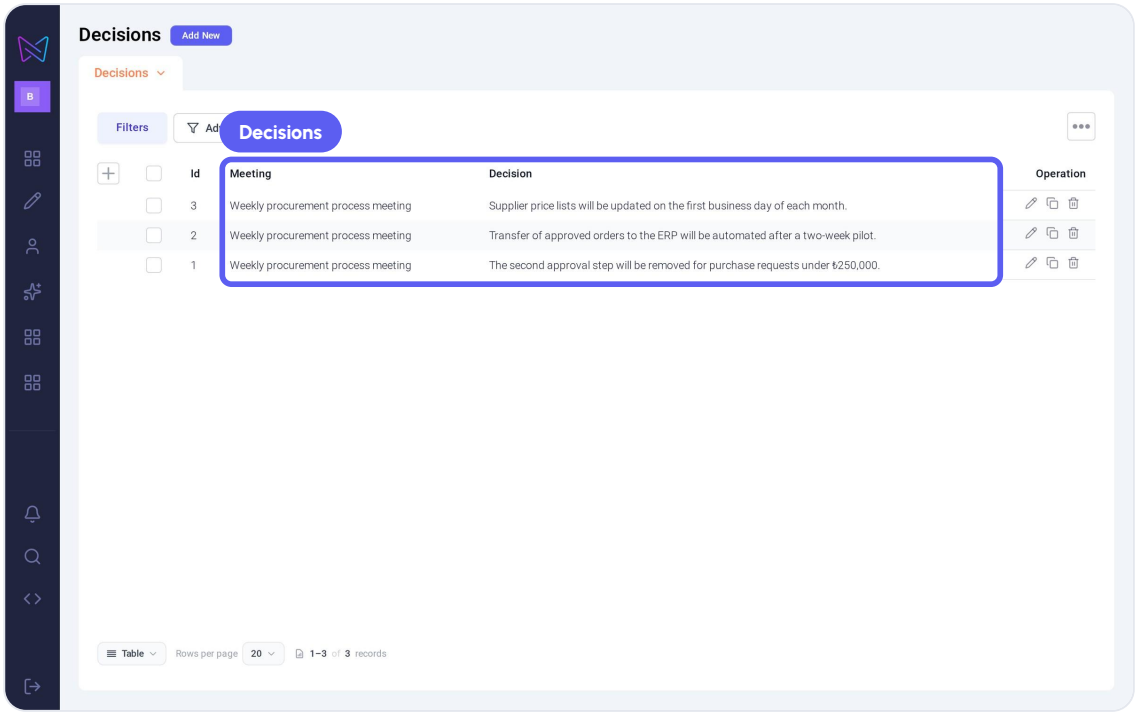
FROM THE SCREENS

Conversation becomes text, text becomes decisions.

The meeting transcript is recorded line by line with timestamps. Decisions and action items are kept as separate records linked to the meeting in which they were made.



Meeting transcript. Each line is recorded with its time in the meeting and the words spoken.



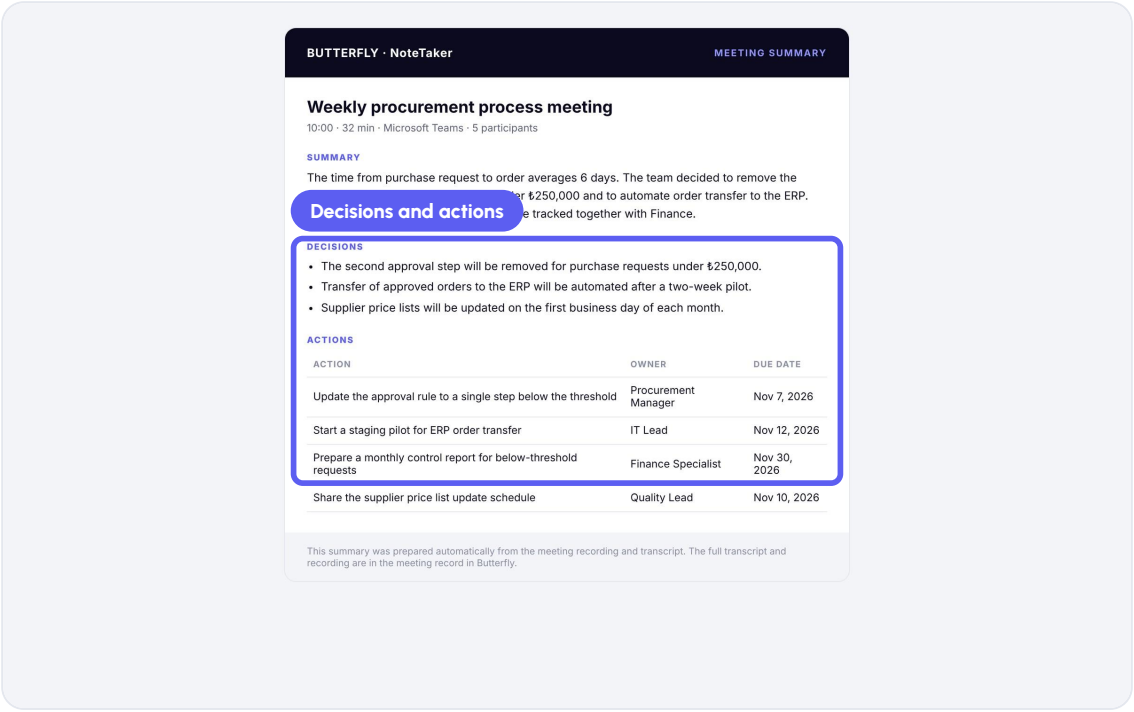
Decisions. Each decision is recorded together with the meeting in which it was made.

Real Butterfly screens; meetings, people and figures are sample data.

TWO OUTPUTS

A summary for participants, an archive for the organization.

The same meeting answers two different needs: the participant's "what do we do now?" and the organization's "when and where was this decision made?"



Meeting summary e-mail. The e-mail participants receive when the meeting ends: summary, decisions and action items with an owner and a due date.

For participants: a shared summary

Decisions and action items, with owners and due dates, go to participants by e-mail; everyone works from the same summary.

For the organization: a searchable archive

Records and summaries build up in Butterfly. Past meetings can be found by date, meeting and participant, and so can the meeting in which a decision was made.

IN THE POST-MEETING E-MAIL

- The meeting's name, platform, duration and number of participants
- A short summary and the list of decisions made
- Action items, each with an owner and a due date
- The full transcript and recording, in the meeting record in Butterfly

ON-PREMISE DEPLOYMENT AND DATA SOVEREIGNTY

The organization decides where meeting data is processed.

Note Taker can be deployed on-premise. The bot, recording and processing servers run on the organization's own network; meeting data is not sent to an external note service.

1 · JOINING

Bot

Joins the meeting from the organization's network.

2 · RECORDING

Recording server

The meeting recording is kept on the organization's server.

3 · PROCESSING

The organization's AI infrastructure

The organization's own model endpoints can be used for transcription and summarization.

4 · RECORD AND DISTRIBUTION

Butterfly

Meetings, decisions and action items become Butterfly records; the summary goes out by e-mail.

On-premise deployment

The bot, recording and processing servers run on your organization's network. The IT team manages the installation to its own server standards.

Your own AI infrastructure

The organization's own model endpoints can be used for transcription and summarization; the organization's existing AI investment is reused.

Records inside Butterfly

Meetings, decisions and action items are records under permissions and an audit trail.

No separate cloud subscription needed

When processing runs on the organization's existing infrastructure, there is no need to subscribe to a separate cloud service for meeting data.

AGREED TOGETHER BEFORE DEPLOYMENT

- The meeting platform in use and the network from which the bot will join meetings
- Whether the organization already has speech recognition or language model infrastructure
- Who the post-meeting e-mail goes to and what it contains
- Who can access recordings and summaries; the permission model

PRINCIPLE

Meeting data is not sent to an external note service. Processing runs on the organization's own infrastructure.

WHICH TEAMS

Teams whose meetings must stay in-house.

Note Taker was designed for teams whose meeting content cannot leave the organization and whose decisions must be shown later.

Banking and insurance

Information security, IT infrastructure, operations and project management

WHY

Under information security policy, meeting audio and the decisions made often cannot leave the organization, so external note services cannot be used.

WHAT IT DOES

Processes meeting content on the organization's own infrastructure and makes operational decisions findable later.

Public sector and affiliates

IT, coordination and project teams

WHY

Meeting records are expected to be kept on the organization's own infrastructure; when the same topic is reopened weeks later, the earlier decision must be found quickly.

WHAT IT DOES

Recalls decisions from internal project and coordination meetings in later discussions.

Pharmaceuticals

Quality, regulatory and operations teams

WHY

Decisions and actions from quality and regulatory meetings must be traceable; in an audit it must be possible to show who decided what.

WHAT IT DOES

Returns to the decisions and actions from quality and project meetings through a shared summary.

Four questions to check the fit

TOPIC	QUESTION
Data privacy	Is processing meeting recordings outside the organization allowed?
Meeting load	Are meetings held in Teams, Zoom or Google Meet?
Decision tracking	How often do you need to go back to a decision from a past meeting?
Infrastructure	Do you have speech recognition or language model infrastructure in-house?

FROM THE FIELD

At a bank, the meeting recording and transcript are produced inside the bank's network.

At the bank, meeting data had to stay inside the bank's network. That is why Note Taker was deployed entirely on-premise, on the bank's own server.

The bot joins the Teams meeting from the bank's network, keeps the recording on the bank's server and transcribes the conversation with the speech recognition model on the bank's own AI infrastructure.

0 | **audio recordings sent to an external note service**

Deployment profile

TOPIC	DEPLOYMENT AT THE BANK
Meeting platform	Microsoft Teams; the bot joins the meeting from the bank's network
Server	4 concurrent meetings on a single server (8 cores, 16 GB recommended profile)
GPU	No GPU on the bot server; the models run on the bank's existing AI infrastructure
Installation type	Local installation, without containers, on the bank's Linux server
Transcription	The speech recognition model on the bank's own AI infrastructure

BENEFIT

- Meeting audio and transcripts never leave the organization's network.
- The organization's existing AI investment is reused; no separate cloud subscription is needed.
- The IT team manages the installation to its own server standards.

STEPS RUNNING IN-HOUSE IN THIS CASE

Joining the meeting, recording and transcribing the conversation. All three run on the bank's network and on the bank's own infrastructure.

TRUST

Enterprise meeting data requires enterprise trust.

Note Taker runs on the Butterfly platform. Meetings, decisions and action items are kept under the platform's permission model and audit trail.

Personal data and KVKK

Meeting recordings and transcripts may contain personal data of participants. In an on-premise deployment this data is processed and stored on the organization's own infrastructure; who has access, how long it is kept and how participants are informed are governed by the organization's own KVKK policy and notice process. The Butterfly platform provides identity, the permission model and the audit trail so that this policy can be enforced.

Role-based access

Who can access recordings, summaries and decisions is defined with the platform's permission model.

Audit trail

Meetings, decisions and action items are records under an audit trail in Butterfly.

Certificates

CERTIFICATE	SCOPE
ISO/IEC 27001	Information security management system
ISO 9001	Quality management system
Domestic Product Certificate (Yerli Malı Belgesi)	Business process management software (Butterfly), 100% domestic content, class A, high technology
Technological Product Certificate	Butterfly DXP, Ministry of Industry and Technology of the Republic of Türkiye

All certificates and verification links: butterfly.dev/en/kurumsal/sertifikalar

FREQUENTLY ASKED QUESTIONS

Short answers about Note Taker.

Which meeting platforms does it support?

Microsoft Teams, Zoom and Google Meet.

What do participants receive when the meeting ends?

The meeting summary, the decisions made and the action items are sent by e-mail.

Can we go back to past meetings?

Records and summaries build up in Butterfly. You can reach past meetings from this archive by date, meeting and participant.

Can it be deployed on-premise?

Yes. The bot, recording and processing can run on your organization's servers; the organization's own AI infrastructure can be used for audio processing and summarization.

Does the bot server need a GPU?

In the bank deployment there is no GPU on the bot server; the models run on the bank's existing AI infrastructure. The model infrastructure in your own organization is assessed together in the first meeting.

LET'S SEE IT TOGETHER IN A DEMO

- The bot joining a meeting on your own meeting platform from the calendar
- The summary, decision and action item e-mail sent to participants after the meeting
- Going back to decisions and past meetings from the archive
- An on-premise deployment model that fits your infrastructure

Let's review together where meeting data is processed.

Let's discuss the bot joining, the post-meeting e-mail and the on-premise deployment model based on your meeting platform and infrastructure requirements.

Plan an on-premise demo · butterfly.dev