fynl.io

FREE GUIDE

Meeting notes card: the consent sentence and the follow-up prompt

Print this or keep it next to your laptop. One sentence to say before every recorded meeting, one prompt to run after it, and the free plan limits side by side, from each pricing page on October 29, 2026.

WHAT THIS ADDS

The apps take the notes. These two lines are the part you do yourself, and they are what makes the notes worth anything.

Before the meeting: the consent sentence

Say it in the first ten seconds, every time:

```
"I'm recording this so I can send you accurate notes afterwards. Is that okay with you?"
```

If anyone says no, turn the recording off. Every company in this guide says to get consent and check local laws: Apple ("make sure the other call participant is willing to be recorded"), OpenAI ("check local laws and always get the right consents before recording others").

After the meeting: the follow-up prompt

Paste your notes into ChatGPT or Claude with this:

```
Here are my meeting notes. Write a short follow-up email to the client in my voice. Thank them, list what we agreed in bullet points, list what I owe them with dates, list what they owe me, and end with the one next step. Keep it under 150 words.
```

Read it, fix anything the notes got wrong, send it within ten minutes, then put the action items in your calendar or CRM.

Free plan limits, side by side (October 29, 2026)

Tool	Free plan	Paid step
Zoom ZoomMate Basic	Summaries for 3 hosted meetings/month; My Notes 3 uses/month; 40-min meetings	ZoomMate $16.67/user/month annual, unlimited AI note-taking
Google Meet, Take notes for me	Not on free Gmail or Business Starter	Business Standard $14/user/month
Otter Basic	300 min/month, 30 min per conversation; Zoom, Teams, Meet; mobile apps	Pro $8.33/user/month annual ($16.99 monthly): 1,200 min, 90 min/meeting
Fireflies Free	Unlimited transcription*, limited AI summaries, 400 min storage/team, 2-hour limit	Pro $10/seat/month annual ($18 monthly): unlimited summaries, 8,000 min storage
ChatGPT Record	Included with Plus, Pro, Business, Enterprise, Edu; Mac app; 4-hour cap	—
iPhone call recording	Phone app → more → Call Recording; saved to Notes; both hear a notice	—

DO THIS

Turn on the free plan you already have (ZoomMate Basic, Otter Basic or Fireflies Free, or your iPhone), say the consent sentence in the first ten seconds, and use the follow-up prompt after your next three meetings. Pay for longer limits only if it saves you an hour.

What Fynl.io is

One portal a small business runs itself on, instead of five subscriptions that do not talk to each other.

- A CRM and pipeline that shows every lead and where it stopped
- A calendar clients can book straight into
- Quotes, contracts and invoices, with deposits taken up front
- A website and form builder, so the enquiry lands in the same place
- Your Gmail connected, so the whole thread sits on the contact
- Automations for the follow-up you keep forgetting to send

The AI runs on **your own Claude or ChatGPT API key** — no markup on it. No SMS or phone calls yet. $49/month per business, $149 Agency, and we move your contacts over for you.

Fynl.io is for the part after the meeting: one portal for your contacts, calendar, quotes, invoices and email, with AI that runs on your own key. The action items from your notes belong in a contact record and a calendar, not in a chat window, and that is the job Fynl does.

Sources

- Google Trends: ai bookkeeping, ai meeting notes, ai email writer, ai invoice generator, ai for real estate agents (US, past 90 days) — https://trends.google.com/trends/explore?date=today%203-m&geo=US&q=ai%20bookkeeping,ai%20meeting%20notes,ai%20email%20writer,ai%20invoice%20generator,ai%20for%20real%20estate%20agents&hl=eUS
- Zoom: Meet ZoomMate (plans and pricing) — https://www.zoom.com/en/products/ai-assistant/
- Google Meet Help: "Take notes for me" in Google Meet — https://support.google.com/meet/answer/14754931?hl=en
- Google Workspace pricing — https://workspace.google.com/pricing
- Otter.ai pricing — https://otter.ai/pricing
- Fireflies.ai pricing — https://fireflies.ai/pricing
- OpenAI Help: ChatGPT Record — https://help.openai.com/en/articles/11487532-chatgpt-record
- Apple: Record and transcribe a call on iPhone — https://support.apple.com/guide/iphone/record-and-transcribe-a-call-iph57c6590e9/ios