

Meeting-to-action assistant.

Reviewed meeting summaries and task drafts connected to the team's project workspace.



Generated project artwork · Not an original application screenshot

AI-assisted summaries

Task integration

Approval workflow

Client name not published · Portfolio summary edition

What the project focuses on.

Separate suggested meeting actions from the reviewed tasks that enter a team's workspace.

FEATURE 01

Authorized transcript intake

Use only meeting material authorized for intake.

FEATURE 02

Source-linked action drafts

Keep a suggested action connected to its source.

FEATURE 03

Owner and date review

Review responsibility and timing before approval.

FEATURE 04

Approved task creation

Separate draft actions from accepted project tasks.

Workflow at a glance

STEP 01

Import authorized notes

STEP 02

Draft action items

STEP 03

Confirm owners and dates

STEP 04

Create approved tasks

This overview communicates the project's intended business flow; it is not a technical specification or original system diagram.

The business objectives.

The project's focus translated into practical goals for the people using it.

OBJECTIVE 01

Reviewers could distinguish decisions from suggested actions.

OBJECTIVE 02

Task owners could confirm responsibilities before publication.

OBJECTIVE 03

Future team members could trace an action back to the meeting context.

Design considerations

- Keep suggestions separate from approved actions.
- Retain source context for reviewer inspection.
- Evaluate uncertain outputs and escalation paths before operational use.

About this brief

Prepared from the current portfolio summary. Client identities, original screenshots, delivery dates, and measured results were not supplied. The artwork is AI-generated; business benefits describe objectives, not verified outcomes.

[View the project on Velqra's website](#)