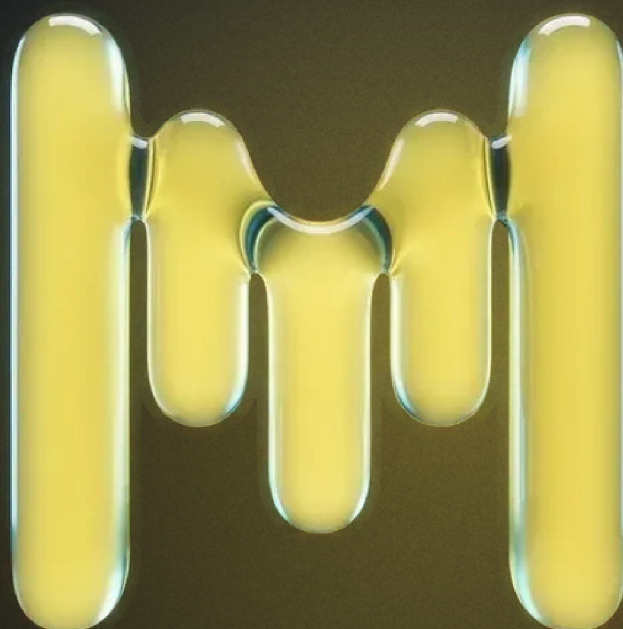


Memra

App guide

**Your meeting notes,
without taking notes.**

Contents

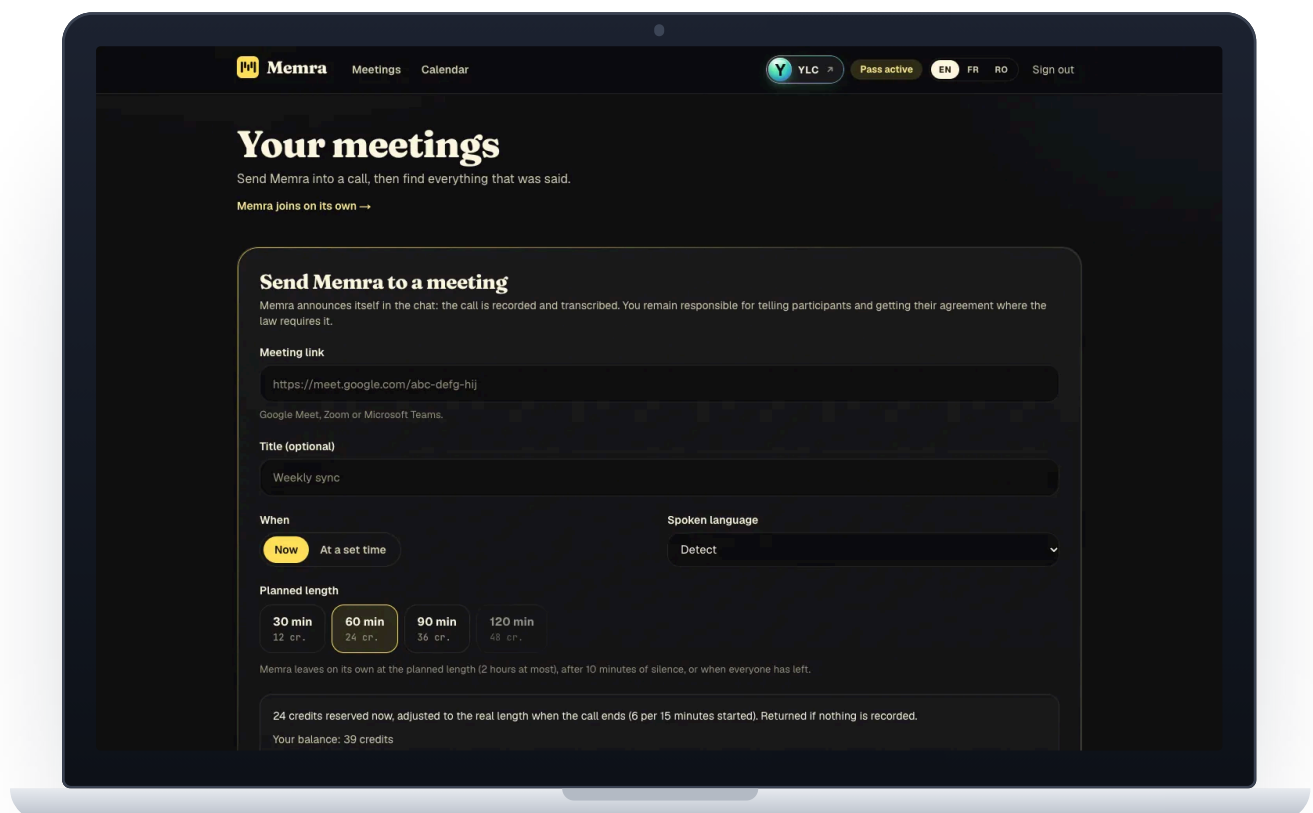
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IN SHORT

Memra joins your Google Meet, Zoom or Teams meeting, transcribes it and gives you a summary, the decisions, the tasks and a follow-up email. Eli, your AI assistant, can send it for you.

01 In short

Memra joins your Google Meet, Zoom or Teams meeting, transcribes it and gives you a summary, the decisions, the tasks and a follow-up email. Eli, your AI assistant, can send it for you.



Memra, on screen

02 What you can do



For your business

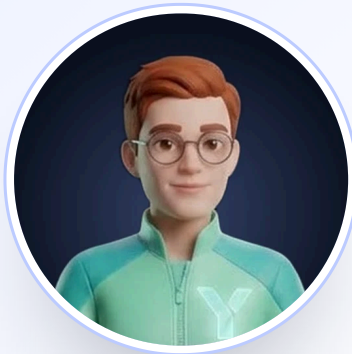
- ◆ Summary, decisions and tasks from each Meet, Zoom or Teams meeting.
- ◆ A follow-up email ready to copy.
- ◆ Search your past meetings.



For your agency and your clients

- ◆ Notes from your client meetings, ready to share.
- ◆ The decisions of a kick-off meeting, so nothing is forgotten.
- ◆ Eli sending Memra to the meetings in your calendar.

03 Your AI team

**Eli**

Assistant

Eli sends Memra's note-taker to your Google Meet, Zoom or Teams meetings, then gives you the summary, the decisions and the action items. Participants are told the meeting is recorded.

ASK IN YOUR OFFICE

"Send the note-taker to my 3pm meeting"

"What did we decide on Tuesday?"

04 Step by step

Send Memra to a meeting

- 1 Open Memra: click **My apps**, then **Memra**.
- 2 Click **Send Memra to a meeting**.
- 3 Paste the **Meeting link** (Google Meet, Zoom or Microsoft Teams).
- 4 Choose **Now** or **At a set time**, then the **Planned length** and the **Spoken language** (or **Detect**).
- 5 Click **Send Memra**.
- 6 In your meeting, **let Memra in** from the waiting room.

GOOD TO KNOW

When the status turns to **Ready**, open the meeting to read your notes. Copy the follow-up email: Memra never sends anything for you.

05 What it costs

CREDITS

ACTION

PRICE

6 credits per 15 minutes started.

Credits are reserved when you send it, then adjusted to the real length. You never pay more than the price shown.

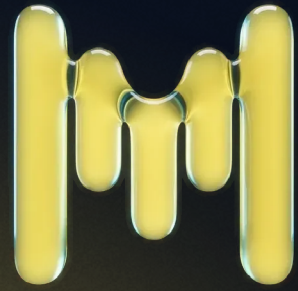
Returned if nothing is recorded.

Reading, searching, exporting and rewriting the notes

included

Memra is included in your Pass.

The exact price is always shown before you confirm. If a creation fails, your credits come back.



Ready to start?

Everything is included in your YLC Pass. Your AI team is waiting in your office.



Open the app

memra.ylcnetwork.com



Help center

ylcnetwork.com/aide



Write to us

support@ylcnetwork.com

06 Go further

Memra: the full article

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My office and your AI team

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How many credits each action costs

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