

# Best AI Meeting Assistants in 2026: Notes, Summaries, and Real-Time Coaching

Compare the best AI meeting assistants for notes, summaries, transcripts, and real-time meeting coaching. See where Hedy, Otter, Fireflies, Granola, Fathom, Zoom AI Companion, and TwinMind fit.

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Four colleagues smiling around a laptop in a cafe with holographic chat and analysis icons

Quick answer: The best AI meeting assistant depends on what you need during and after the call. If you mainly need team transcripts and summaries, tools like Otter, Fireflies, Fathom, Granola, Zoom AI Companion, and TwinMind may fit. If you want private support while the meeting is happening, including live suggestions, prep, highlights, and follow-up context across Zoom, Google Meet, Microsoft Teams, in-person, and mobile conversations, Hedy is built as an AI meeting coach instead of a pure after-meeting note taker.

You know the meeting went well. Then two hours later, the details start to blur. Someone mentioned a next step, a risk, a name you meant to remember. Now you're digging through half-written notes, Slack threads, and calendar invites trying to reconstruct what happened.

That is the basic promise of an AI meeting assistant: capture the conversation, turn it into usable notes, and make follow-up less painful. The better question is whether the tool only helps after the meeting, or whether it can help while the conversation is still happening.

This guide compares the main AI notetakers and meeting assistants: Hedy, Otter, Fireflies, Fathom, Granola, Zoom AI Companion, and TwinMind. Some are best for team transcripts. Some are best for CRM workflows. Hedy is strongest when you want an AI meeting assistant for business professionals that supports you during the meeting and carries context forward afterward.

## AI meeting assistant comparison: which tool fits which job?

**Need | Best-fit tool direction | Hedy angle**

Private live support during the conversation | Hedy | Botless, cross-platform real-time suggestions and meeting coaching for the person in the room.

Team transcription and searchable meeting records | Otter / Fireflies / Fathom | Hedy still captures transcripts and summaries, but its stronger wedge is live support.

Zoom-native summaries and meeting assistance | Zoom AI Companion | Hedy works across Zoom plus Google Meet, Microsoft Teams, in-person, mobile, and desktop conversations.

Personal meeting memory across conversations | Hedy / Granola / TwinMind | Hedy is the stronger fit when you want meeting memory you can carry forward across sessions: intentional sessions, Topics, Highlights, follow-up context, and real-time coaching.

High-stakes individual moments | Hedy | Interviews, important meetings, non-native-English meetings, patient-side appointments, coaching, and journalism interviews.

## What is an AI meeting assistant, and why do you need one?

An AI meeting assistant records or listens to a meeting, turns the conversation into a transcript, and creates notes, summaries, and action items afterward. Some tools also connect to your calendar, CRM, or task manager so meeting details do not sit in a forgotten document.

That matters because meetings create a lot of loose information: decisions, promises, objections, names, deadlines, and follow-up tasks. A good AI notetaker handles the record so you can stay in the conversation instead of writing everything down.

The newer split in the category is live help. Some AI meeting assistants are built for documentation after the call. Others, including Hedy, also give suggestions and context during the meeting itself.

## How do AI notetakers transcribe meetings automatically?

AI notetakers use speech recognition to convert spoken words into a transcript. Depending on the product, they may capture audio through a meeting bot, a desktop app, a phone microphone, or a direct integration with Zoom, Google Meet, or Microsoft Teams.

The transcript is only the first layer. Better tools can identify speakers, handle common meeting vocabulary, support multiple languages, and turn the raw transcript into a cleaner summary.

After the meeting, most tools create notes and action items. This is where the products start to differ: some give you a searchable record, some push data into your CRM, and some help you prepare for the next conversation.

## What should you look for in an AI meeting assistant?

When you compare AI meeting assistants, start with the job you need the tool to do:

**Transcription Quality:** Look for an AI meeting assistant that handles your real audio conditions: accents, technical jargon, background noise, overlapping speakers, and multiple languages. Editing and custom vocabulary matter more than a generic accuracy claim.

**Integration Capabilities:** Your AI notetaker should work with the conferencing apps you already use: Zoom, Google Meet, Microsoft Teams, and others. Also consider integrations with productivity tools like Zapier, Slack, and your CRM.

**Real-Time vs. Post-Meeting Features:** Some tools only provide post-meeting summaries, while others offer real-time transcription and even live coaching. Decide whether you need insights during or after your meetings.

**Meeting Intelligence:** Features like sentiment analysis, talk time tracking (<https://unrubble.com/products/time-tracking>), and meeting insights across meetings can help teams spot patterns over time.

**Free Plan Availability:** Many AI notetakers offer a free plan with basic features. This lets you test the tool before committing to a paid subscription.

**Privacy and Security:** The tool should clearly explain how it handles recordings and transcripts, especially for sensitive company meetings. Check whether audio is processed on-device, whether your data is used for model training, and what privacy documentation is available.

## Best AI meeting assistants: our top 5 picks

Here are the AI meeting assistants worth shortlisting:

### 1 . Hedy AI (<https://www.hedy.ai/>) : best overall AI meeting assistant

Hedy AI takes the top spot because it helps while the meeting is happening. Instead of stopping at recording and transcription, Hedy listens for useful moments and gives you real-time suggestions, context, and talking points while the conversation is still moving.

Key Features:

- **Real-Time AI Coaching:** Receive smart AI meeting suggestions, talking points, and answers during your meeting
- **Cross-Device Experience:** Run Hedy on your phone to capture audio while viewing insights on your desktop during virtual meetings
- **Automatic Suggestions:** Hedy proactively identifies opportunities to help and delivers intelligent guidance without you having to ask
- **30+ Language Support:** Transcribe meetings in over 30 languages, making it ideal for global teams and online meetings
- **Specialized Session Types:** Purpose-built modes for business meetings, healthcare appointments, journalism, recruitment, and more
- **Meeting Intelligence:** Pull out useful details, generate meeting summaries, and automatically identify action items
- **Zapier, n8n, and ActivePieces Integrations:** Connect with 10,000+ apps to automate your workflow and sync meeting information to your favorite tools
- **Works Everywhere:** Useful for both virtual meetings and in-person meetings because Hedy does not require a bot to join your call

Most AI notetakers help you remember what happened. Hedy also helps you handle what is happening now. It can surface questions to ask, context to bring up, or points worth clarifying before the meeting has moved on.

The free plan includes up to 5 hours of sessions per month. Hedy Pro (\$12.99/month) adds unlimited meeting length, audio and video import, Topics for organizing insights across meetings, and API access.

Try Hedy for free on iOS (<https://ios.hedy.bot/>) , Android (<https://android.hedy.bot/>) , or download the desktop app for macOS (<https://macos.hedy.bot/>) and Windows (<https://windows.hedy.bot/>) .

## **2 . Otter AI ([https://otter.ai/?utm\\_source=hedy-ai](https://otter.ai/?utm_source=hedy-ai)) : popular AI notetaker for teams**

Otter AI is one of the most recognized names in AI transcription. It records and transcribes meetings automatically and offers Otter AI Chat, which lets you ask questions about your meeting content after the fact.

Key Features:

- Real-time transcription during Zoom meetings and other platforms
- Otter AI Chat for querying your meeting transcripts
- Speaker identification and talk time analytics
- Integration with Zoom, Google Meet, and Microsoft Teams
- Automated meeting summaries and action items
- Free plan with 300 minutes per month

Otter is a solid choice for teams looking for a straightforward AI note taker. However, it lacks real-time coaching capabilities and focuses primarily on post-meeting documentation rather than in-meeting assistance. The free AI tier is generous, making it accessible for individual users and small teams.

## **3 . Fireflies.ai ([https://fireflies.ai/?utm\\_source=hedy-ai](https://fireflies.ai/?utm_source=hedy-ai)) : best for CRM integration**

Fireflies.ai is an AI notetaker that records, transcribes, and summarizes meetings with a strong focus on sales and customer success teams. It excels at pushing meeting information directly into your CRM and other business tools.

Key Features:

- Transcribes meetings from Zoom, Google Meet, Microsoft Teams, and other conferencing apps
- AI-powered search across your entire meeting knowledge base
- Automated followup emails (<https://instantly.ai/blog/follow-up-email-software/>) and action item extraction
- Native integration with Salesforce, HubSpot, and other CRMs
- Conversation intelligence for sales coaching
- Free plan available with limited features

Fireflies.ai is particularly strong for customer success teams and sales organizations that need to sync meeting notes directly to their CRM. It is a better fit when the meeting record and downstream sales workflow matter more than private coaching for one participant in the room.

## **4 . Fathom ([https://www.fathom.ai/?utm\\_source=hedy-ai](https://www.fathom.ai/?utm_source=hedy-ai)) : best free AI meeting notes**

Fathom offers one of the most generous free plans in the AI meeting assistant space. It provides meeting transcription, summary generation, and basic integrations without requiring a paid subscription.

Key Features:

- Free AI meeting notes with no time limits
- Meeting transcription and automatic summaries
- CRM integration for sales teams
- Meeting recordings with shareable clips
- Slack integration for team collaboration
- Works with Zoom, Google Meet, and Microsoft Teams

Fathom is a good choice if you mainly want free AI meeting notes. The paid tier adds team features, meeting statistics, and more automation. It is a solid option for individuals and small teams on a budget who mainly need post-meeting documentation.

## **5 . Granola ([https://www.granola.ai/?utm\\_source=hedy-ai](https://www.granola.ai/?utm_source=hedy-ai)) : best AI note taker for Mac users**

Granola is an AI-powered notepad for Mac users. Instead of joining meetings as a bot, it works locally on your device to transcribe the meeting and improve the notes you take yourself.

Key Features:

- AI-enhanced note-taking that blends your notes with transcription
- Works without a bot joining your meeting
- Customizable templates for different meeting types
- Privacy-focused local processing
- Integration with major conferencing apps
- Clean, minimal interface designed for Mac

Granola is ideal for users who want a more subtle approach to AI meeting assistance. It excels at its core use case of smart AI note-taking without the complexity of full meeting intelligence platforms.

## **How does AI meeting intelligence find useful details?**

Meeting intelligence is the layer after transcription. The AI reads the meeting content, finds the parts that matter, and turns them into notes people can actually use. Common examples include:

**Automatic Action Item Detection:** AI identifies commitments, tasks, and followup items mentioned during the conversation and compiles them into actionable lists.

**Key Decision Tracking:** The AI recognizes when important decisions are made and highlights them in your meeting summaries.

**Topic Extraction:** AI can identify the main topics discussed and organize your meeting notes accordingly.

**Insights Across Meetings:** Some tools, like Hedy's Topics feature, let you connect related meetings and chat with AI about patterns and information spanning multiple conversations. This is useful for ongoing projects, clients, courses, health journeys, and other relationships that build over time.

**Sentiment Analysis:** AI can analyze the tone and sentiment of discussions, helping managers understand team dynamics and meeting effectiveness.

# Can AI meeting notes integrate with Zoom, Google Meet, and Microsoft Teams?

Yes. Most AI meeting assistants work with major conferencing apps. The setup usually falls into one of three patterns:

**Bot-Based Integration:** Tools like Otter AI and Fireflies.ai send a bot to join your Zoom meetings, Google Meet calls, or Microsoft Teams sessions. The bot records and transcribes the meeting automatically.

**Native Integration:** Some AI assistants connect directly with conferencing platforms through official APIs, so there is no visible bot.

**Device-Based Capture:** Tools like Hedy and Granola capture audio directly from your device. That means they can work with any conferencing app, and with in-person meetings, without requiring a bot to join.

Beyond conferencing apps, the best AI meeting assistants also integrate with your broader workflow. Look for Zapier integration to connect with thousands of apps, direct CRM integration for sales teams, and Microsoft 365 or Google Workspace compatibility for enterprise environments.

## Do AI meeting assistants offer a free plan?

Most AI meeting assistants offer some form of free plan, though features and limitations vary significantly:

**Hedy AI:** Free plan includes up to 5 hours of sessions per month with full AI coaching, transcription, and meeting summaries.

**Otter AI:** Free plan offers 300 transcription minutes per month with basic features.

**Fireflies.ai:** Limited free plan with basic transcription and storage limits.

**Fathom:** Generous free plan with unlimited meeting notes for individual users.

**Granola:** Free tier available with basic AI note-taking features.

When evaluating free plans, look beyond the time limit. Some tools reserve their best features, including real-time coaching, deeper integrations, or meeting intelligence, for paid tiers.

## How do AI meeting tools improve productivity?

AI meeting assistants can make meetings less wasteful in a few practical ways:

**Eliminate Manual Note-Taking:** When AI handles transcription and note-taking, participants can fully engage in discussions rather than splitting attention between listening and writing.

**Automate Followup:** AI tools automatically extract action items, generate followup tasks, and can even perform email verification (<https://www.usebouncer.com/email-verification/>) and draft followup messages. That saves time after the meeting.

**Stay Useful While the Meeting Is Happening:** With real-time AI assistance, participants can get suggestions, context, and reminders during the conversation instead of waiting for an after-meeting summary.

**Catch Important Details:** AI captures the full meeting, so decisions, commitments, and useful details are easier to recover later.

Share Information Faster: Meeting summaries and transcripts can be shared with team members, stakeholders, or anyone who could not attend.

Build Organizational Knowledge: Over time, your meeting transcripts become a searchable knowledge base, making it easy to reference past discussions and decisions.

## Can AI assistants help with in-person and virtual meetings?

Most AI meeting assistants started with virtual meetings. Some now work well in physical rooms too:

**Virtual Meetings:** All major AI notetakers support Zoom meetings, Google Meet, Microsoft Teams, and other conferencing apps. Most can join meetings automatically and transcribe in real-time.

**In-Person Meetings:** Hedy works well in physical meeting rooms because it captures audio through your phone or laptop rather than requiring a bot. That makes it useful for in-person meetings, conferences, and one-on-one conversations.

**Hybrid Scenarios:** For meetings with both in-room and remote participants, look for tools that can handle audio from multiple sources or that work independently of the video conferencing platform.

If you frequently attend in-person meetings, company meetings, or events where a visible meeting bot is not ideal, Hedy's device-based approach offers a practical advantage.

## Key takeaways: choosing the best AI note taker for your workflow

Use this shortlist when choosing an AI meeting assistant:

- Hedy AI is the strongest fit for professionals who want real-time coaching and insights during meetings, plus transcription afterward
- Real-time vs. post-meeting features matter: Decide whether you need AI help during the meeting or just documentation afterward
- Integration matters: Make sure your AI notetaker works with Zoom, Google Meet, Microsoft Teams, and your other workflow tools like Zapier
- Consider in-person meeting support: Device-based tools like Hedy are useful when a calendar bot or video-call-only workflow is not enough
- Start with a free plan: Most AI meeting assistants offer free tiers, so test before committing
- Action items and followup automation save the most time for busy professionals
- Meeting intelligence features help teams improve their meeting culture over time
- Privacy matters: Understand how each tool handles your meeting recordings and transcripts
- Language support: If you work with global teams, look for multilingual transcription and AI chat capabilities
- The best AI meeting assistant is the one you'll actually use: prioritize ease of use and workflow fit

Ready to try it? Download Hedy AI (<https://hedy.ai>) and use an AI meeting assistant that helps during the conversation and afterward. Available on iOS (<https://ios.hedy.bot>) , Android (<https://android.hedy.bot/>) , Mac (<https://macos.hedy.bot/>) , and Windows (<https://windows.hedy.bot/>) .

## Frequently asked questions

## What is the best AI meeting assistant?

The best AI meeting assistant depends on whether you need documentation after the call or support during the conversation. Hedy AI is strongest for professionals who want private real-time coaching, live suggestions, Topics, Highlights, and follow-up context across virtual and in-person conversations. Otter, Fireflies, Fathom, Granola, Zoom AI Companion, and TwinMind can be better fits when you mainly need team transcription, CRM workflows, Zoom-native summaries, or personal notes.

## Do AI meeting assistants work for in-person meetings?

Some AI meeting assistants are built around calendar bots or video-meeting integrations. Others, including Hedy, can capture conversations from your own device, which makes them useful for in-person meetings, conferences, interviews, and one-on-one conversations as well as virtual calls.

## Are AI meeting assistants secure?

Reputable AI meeting assistants should explain how they protect recordings, transcripts, and summaries. Hedy uses on-device speech recognition by default, does not use session data for AI model training, provides GDPR documentation, and has completed an independent SOC 2 Type I examination and HIPAA assessment. Always review each tool's privacy policy before using it for sensitive company meetings.

## Can AI meeting assistants transcribe in multiple languages?

Yes. Hedy AI supports transcription and AI chat in 30+ languages, including Spanish, French, German, Portuguese, Mandarin, Japanese, and Korean. Otter, Fireflies, and most other major tools support five to ten common languages. Choose based on the languages your team and clients actually use.

## How accurate are AI meeting transcripts?

Transcript quality depends on audio clarity, background noise, overlapping speakers, accents, vocabulary, and the language being used. Look for tools that support transcript editing, custom vocabulary, and clear export options so you can correct important names, terms, and decisions after the call.

## Compare Hedy with other AI meeting assistants

If you are narrowing the shortlist, these direct comparisons go deeper on the workflow differences:

- Hedy vs Otter.ai (/post/hedy-vs-otter-ai-comparison/)
- Hedy vs Fireflies.ai (/post/fireflies-alternative-hedy/)
- Hedy vs Zoom AI Companion (/post/zoom-ai-companion-alternative-hedy/)
- Hedy vs TwinMind (/post/hedy-vs-twinmind/)
- Hedy vs Granola (/post/granola-alternative/)

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