

Meeting notes to an action-item sheet

Every action item from every meeting, with who owns it, in one Google Sheet.

What it does

1. Find New meeting notes in your Drive, by name	2. Skip Any note it has already read	3. Read The note as plain text	4. Extract Claude pulls out every action item and its owner	5. Check Skips what is already open on the sheet	6. Log Adds the new ones, then emails you the list by person
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When it runs

Every 30 minutes from 6:00 am to 9:00 pm, then once at 9:00. Nothing overnight. Each run looks back 24 hours, so notes written late at night are picked up at 6:00 am, and it remembers what it has already read, so nothing is processed twice.

Dry run comes first

Out of the box it reads everything and **writes nothing** to the sheet. It emails you what it *would* have added. Leave it a week. When every email looks right, switch it on for real.

What lands in your inbox

[Dry run] Action items from Weekly sync with Northwind Studio	
Dana	• Send revised homepage mockups to Priya (due 2026-10-09) <i>already on the sheet</i> • Set up staging site for client review
Marcus	• Confirm the final logo files

Set it up (about 15 minutes)

- 1** Import the file.
In n8n: Workflows → Create Workflow → the ... menu, top right → Import from File → pick the `.json`.
- 2** Make the sheet.
A new Google Sheet with these headers in row 1: `Logged, Meeting, Task, Owner, Due, Priority, Details, Notes Link, Status`. Mark a row *Done* and it stops counting as open.
- 3** Fill in Config.
Open **Config**: what your notes are called (Gemini's say "Notes by Gemini"; anything you save to Drive with a steady name works) and where the summary email goes.
- 4** Connect Google.
Google Drive on **Find New Meeting Notes** and **Get Note Text**. Google Sheets on both sheet nodes, then pick your sheet in each. Gmail on **Email Me the Summary**.
- 5** Connect Claude.
Open the **Claude** node → Credential → Anthropic → paste your API key. Stuck? Email me at waziri@harlemlabs.com.
- 6** Set your time zone.
Top right ... menu → Settings → Timezone. The 6 am to 9 pm window follows this.
- 7** Run it once on the sample.
Click **Execute workflow**. A made-up meeting (Northwind Studio) is built in, so it runs before you connect anything real. You get a *[Dry run]* email.
- 8** Turn it on.
Flip **Active** at the top. A week later, if every dry-run email looked right, open **Config** and set `dryRun` to false.

If it breaks

No email at all	No new notes in the last 24 hours, or the name in Config does not match your notes.
Google error 401 or 403	Reconnect the Google credential on every Google node.
Sheet columns come out blank	The headers in row 1 must match exactly, spelling and capitals.
Same item twice	It matches on owner plus most of the words. A reworded task looks new.
Too many or too few items	Edit the instructions in Extract Every Action Item . Plain English works.