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|  | **Strong Minds, Open Doors — In‑Person Recording & Minutes Guide (Standard Tool: Fireflies.ai)** |

**Why we are standardising on one tool**

• Consistency: Every chapter delivers minutes in the same format.  
• Speed: Auto‑generated summaries immediately after the session.  
• Simplicity: One set of steps, one help channel, fewer errors.

**At‑a‑glance (what you’ll do)**

1) Schedule a Zoom/Meet/Teams link for your in‑person round table.  
2) Add \*\*Fireflies bot – fred@fireflies.ai\*\* as a guest on the calendar invite.  
3) In the room, join the meeting from a laptop with a good mic (center of table).  
4) Announce consent, run the session. Fireflies records/transcribes.  
5) After: Copy the \*\*Smart Summary / Minutes link\*\* and send it with your 1‑page report.

**Step‑by‑Step Setup (Primary Method: Zoom Bridge)**

1) Create a Zoom meeting for the same time as your in‑person round table.  
2) Add attendees as usual. Add \*\*fred@fireflies.ai\*\* to the invite (the bot will auto‑join).  
3) On event day, open Zoom on the \*\*room laptop\*\* and keep it connected to Wi‑Fi.  
4) Use a \*\*USB omni‑directional mic\*\* in the center (or place the laptop centrally if no mic available).  
5) Turn off laptop speakers to avoid echo; keep mic input ON.  
6) Start the meeting 5 minutes early; confirm Fireflies has joined.  
7) Do the \*\*consent announcement\*\* (script below), then start the discussion.  
8) End meeting; Fireflies will process and generate notes automatically.

**Room & Audio Tips (for clear transcripts)**

• Seating: U‑shape or circle so voices face the mic.  
• Noise: Close doors, avoid fans near mic, ask one person to speak at a time.  
• Mic: A boundary/omni USB mic is ideal. If not, keep laptop 60–90 cm from speakers.  
• Large rooms: Use venue PA + plug‑in boundary mic if available.  
• Backup: Run a phone voice‑memo as a backup recording from near the mic.

**Consent announcement (read at the start)**

“This round table is being recorded with Fireflies.ai to generate minutes for the Yi National Summit.  
The transcript and summary will be shared with the Yi Secretariat. If you prefer not to be recorded,  
please let us know now or sit in the non‑recorded seating area. By staying, you consent to be recorded.”

**After the session (what to submit within 24 hours)**

• Copy the \*\*Fireflies meeting link\*\* (Smart Summary/Minutes) and include it in your email.  
• Export \*\*PDF/Doc of the summary\*\* (optional) and attach.  
• Submit your \*\*1‑page report\*\* (top 5 insights, 2 commitments, 1–2 photos).

**Naming & sharing convention**

• Title your meeting: \*\*Yi Round Table – <Chapter> – Health/Accessibility – YYYY‑MM‑DD\*\*  
• Email subject: \*\*<Chapter> – Round Table Report – YYYY‑MM‑DD\*\*  
• Share to: \*\*[National Secretariat email]\*\* + your regional leads

**Troubleshooting**

• Fireflies didn’t join: Re‑invite fred@fireflies.ai, then re‑start the meeting; check invite was sent.  
• Audio echo: Mute room speakers; use headphones if needed; keep only one mic active.  
• Transcript quality is poor: Move mic closer; ask speakers to face mic; avoid crosstalk; ensure stable Wi‑Fi.  
• No internet: Record locally (phone/recorder) and \*\*upload audio\*\* to Fireflies workspace after the event for transcription.

**Fallback Method (Upload a local recording)**

1) Record the session on a phone/recorder placed near the primary mic.  
2) After the event, upload the audio file (MP3/M4A/WAV) to your \*\*Fireflies workspace\*\*.  
3) Fireflies will transcribe and generate minutes. Share the link as above.

**Inclusion, privacy & safeguarding reminders**

• Ensure the venue is accessible (step‑free entry, clear signage, accessible washroom).  
• If minors are present, follow your local consent policies; avoid capturing sensitive personal details.  
• Offer an off‑record option where feasible; do not publish transcripts without consent.

**Quick checklist (print & tick)**

□ Zoom link created and fred@fireflies.ai invited  
□ Room laptop + charger + Wi‑Fi tested  
□ Omni/USB mic placed in center; speakers muted  
□ Consent announcement read out  
□ Minutes link + 1‑page report sent within 24 hours

**Support**

• Chapter contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ • Regional lead: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
• National helpdesk email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you for standardising on Fireflies.ai. Consistent minutes help us move from dialogue to action across India.