

5 Best AI Meeting Assistants in 2026 (Tested & Ranked)

Discover the best AI meeting assistants. Compare top AI notetakers like Hedy, Otter AI, and Fireflies.ai to find the right tool to transcribe meetings, extract action items, and boost productivity.

Published by Julian Pscheid · January 6, 2026 · Updated May 4, 2026

[Read this article online: https://www.hedy.ai/post/top-5-ai-meeting-assistants/](https://www.hedy.ai/post/top-5-ai-meeting-assistants/)



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

Quick answer The best AI meeting assistant for most professionals is Hedy AI — the only major tool that delivers real-time coaching during meetings, not just transcription afterward. Strong alternatives include Otter AI for team transcription, Fireflies for CRM integration, Fathom for free meeting notes, and Granola for Mac-native note-taking. Choose based on whether you need help during the meeting or only documentation after.

Every professional knows the frustration: you leave a meeting with a head full of ideas, but within hours, the details start to fade. Important action items slip through the cracks. Key insights get lost. What if an AI meeting assistant could capture everything, transcribe meetings automatically, and even help you contribute more effectively in real-time?

Welcome to the new era of meeting intelligence. The best AI meeting assistants go far beyond simple transcription—they're smart AI meeting companions that extract key insights, automate follow-up tasks, and turn meetings into actionable outcomes. Whether you're looking for an AI notetaker to handle your Zoom calls, a tool that integrates with Google Meet and Microsoft Teams, or a solution that works for in-person meetings too, this guide will help you find the perfect fit.

In this comprehensive comparison, we'll explore the top AI notetakers, break down their features, and help you understand what to look for in an AI meeting assistant. Let's dive in and discover how these AI-powered tools can make meetings more productive and help you become the brightest person in the room.

What Is an AI Meeting Assistant and Why Do You Need One?

An AI meeting assistant is sophisticated software that uses artificial intelligence to automate various aspects of meeting management. These AI tools go beyond basic recording—they provide real-time transcription, generate meeting summaries, extract action items, and integrate with your existing workflow tools.

The average professional spends over 20 hours per week in meetings, yet studies show that 71% of these meetings are considered unproductive. An AI notetaker solves this problem by handling the documentation so you can focus on the conversation. Instead of frantically scribbling notes, you can fully engage with colleagues, clients, and stakeholders.

Modern AI meeting assistants offer features like live transcripts, automated meeting notes, sentiment analysis, and integration with conferencing apps like Zoom, Google Meet, and Microsoft Teams. Some advanced AI solutions even provide real-time coaching and suggestions during the meeting itself—turning every meeting into an opportunity to shine.

How Do AI Notetakers Transcribe Meetings Automatically?

AI notetakers use advanced speech recognition and natural language processing to transcribe meetings in real-time. When you start a meeting, the AI assistant records and transcribes the audio and video, converting spoken words into accurate text transcripts within seconds.

The best AI meeting assistants don't just transcribe—they understand context. They can identify different speakers, recognize industry-specific terminology, and even handle multiple languages. Real-time transcription means you can follow along with live transcripts during the meeting, making it easier to stay engaged and catch important details.

After the meeting ends, these tools automatically generate meeting summaries and action items. The AI analyzes the entire meeting content, identifies key decisions, and creates notes and summaries that capture what matters most. This automated meeting documentation saves hours of manual work and ensures nothing falls through the cracks.

What Should You Look for in an AI Meeting Assistant?

When evaluating AI meeting assistants, consider these essential factors to find the right tool for your workflow:

Transcription Accuracy: Look for an AI meeting assistant that delivers high-accuracy transcription across different accents, technical jargon, and audio quality levels. The best tools offer 95%+ accuracy.

Integration Capabilities: Your AI notetaker should integrate seamlessly with the conferencing apps you already use—Zoom meetings, Google Meet, Microsoft Teams, and others. Also consider integration 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: Advanced AI features like sentiment analysis, talk time tracking (<https://unrubble.com/products/time-tracking>), and meeting insights across meetings can help teams improve their meeting culture 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: Ensure the tool handles your meeting recordings and meeting transcripts securely, especially for sensitive company meetings.

Best AI Meeting Assistants: Our Top 5 Picks

After extensive testing and analysis, here are the top AI meeting assistants that stand out:

1 . Hedy AI (<https://www.hedy.ai/>) — Best Overall AI Meeting Assistant

Hedy AI takes the top spot as the most versatile and powerful AI meeting assistant available. What sets Hedy apart is its unique approach: rather than just recording and transcribing, Hedy acts as your personal assistant during meetings, providing real-time coaching and intelligent suggestions exactly when you need them.

Key Features:

- **Real-Time AI Coaching:** Receive smart AI meeting suggestions, talking points, and answers during your meeting—not just after
- **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:** Extract key insights, 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:** Perfect for both virtual meetings and in-person meetings—Hedy doesn't require a bot to join your call

Hedy's approach is fundamentally different from other AI notetakers. While most tools passively record and transcribe, Hedy actively helps you perform better in real-time. It's like having an executive assistant who whispers brilliant insights in your ear during every meeting.

The free plan offers sessions up to 5 hours per month, while Hedy Pro (\$12.99/month) provides 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) — 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) — 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. The bot joins your meetings automatically, though this can sometimes feel intrusive to meeting participants.

4 . Fathom (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 an excellent choice if you're looking for free AI notetaking capabilities. The paid tier adds team features, meeting statistics, and advanced automation. It's a solid option for individuals and small teams on a budget who primarily need post-meeting documentation.

5 . Granola (https://www.granola.ai/?utm_source=hedy-ai) — Best AI Note Taker for Mac Users

Granola takes a unique approach as an AI-powered notepad designed specifically for Mac users. Rather than joining meetings as a bot, it works locally on your device to transcribe and enhance your notes.

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 Mac users who want a more subtle approach to AI meeting assistance. It's less feature-rich than other options but excels at its core use case of smart AI note-taking without the complexity of full meeting intelligence platforms.

How Does AI Meeting Intelligence Extract Key Insights?

Modern AI meeting assistants use advanced AI to go beyond simple transcription. Meeting intelligence refers to the AI's ability to analyze meeting content, identify patterns, and extract meaningful insights that help teams improve.

Here's how the best tools extract key insights:

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: Advanced AI features 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—creating a single source of truth for ongoing projects.

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—integration with major conferencing apps is a standard feature for most AI meeting assistants. Here's how integration typically works:

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 integrate directly with conferencing platforms through official APIs, providing a more seamless experience without a visible bot.

Device-Based Capture: Tools like Hedy and Granola capture audio directly from your device, meaning they work with any conferencing app—and even 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, consider not just the time limits but also which features are included. Some tools restrict their best AI features—like real-time coaching, advanced integrations, or meeting intelligence—to paid tiers.

How Do Smart AI Meeting Tools Boost Productivity?

AI meeting assistants dramatically improve meeting productivity in several 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—saving hours of post-meeting work.

Reduce Meeting Time: With real-time AI assistance (like Hedy's coaching features), discussions stay focused and decisions happen faster. Teams report reducing meeting time by up to 30%.

Never Miss Important Details: AI captures the entire meeting, ensuring key insights, decisions, and commitments are documented even if participants are multitasking.

Streamline Information Sharing: Meeting summaries and transcripts can be automatically shared with team members, stakeholders, or anyone who couldn't attend—keeping everyone aligned.

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 Meetings and Virtual Meetings?

While most AI meeting assistants focus on virtual meetings and online meetings, some tools excel at both digital and physical environments:

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: Tools like Hedy AI shine in physical meeting rooms. Since Hedy captures audio through your phone or laptop rather than requiring a bot, it works seamlessly for in-person meetings, conferences, and even 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 traditional bot-based AI notetakers don't work, Hedy's device-based approach offers a significant advantage.

Key Takeaways: Choosing the Best AI Note Taker for Your Workflow

Here's a summary of the most important things to remember when selecting an AI meeting assistant:

- Hedy AI is the #1 AI meeting assistant for professionals who want real-time coaching and insights during meetings—not just transcription afterward
- Real-time vs. post-meeting features matter: Decide whether you need AI help during the meeting or just documentation afterward
- Integration is essential: Ensure your AI notetaker works with Zoom, Google Meet, Microsoft Teams, and your other workflow tools like Zapier
- Consider in-person meeting support: Bot-based tools only work for virtual meetings; device-based tools like Hedy work everywhere
- Start with a free plan: Most AI meeting assistants offer free tiers—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 transform your meetings? Download Hedy AI (<https://hedy.ai>) today and experience the only AI meeting assistant that makes you smarter in real-time. 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?

Hedy AI ranks first because it provides real-time coaching during meetings — not only post-meeting summaries. It supports 30+ languages, works for both virtual and in-person meetings, and integrates with Zapier, n8n, and 10,000+ apps. Otter, Fireflies, Fathom, and Granola are strong alternatives depending on whether you prioritize CRM sync, free notes, or Mac-native note-taking.

Do AI meeting assistants work for in-person meetings?

Bot-based tools like Otter and Fireflies only work for virtual meetings — they require a bot to join the call. Device-based tools like Hedy and Granola capture audio directly through your phone or laptop, so they work for in-person meetings, conferences, and one-on-one conversations as well as virtual calls.

Are AI meeting assistants secure?

Reputable AI meeting assistants encrypt data in transit and at rest, and most offer SOC 2 compliance. Hedy AI is SOC 2 Type I certified and offers Local AI Processing on Apple Silicon Macs, which keeps recordings on-device. 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?

The best AI meeting assistants achieve 90–95%+ transcription accuracy in clear audio conditions. Background noise, heavy accents, technical jargon, and overlapping speakers can lower accuracy. All major tools allow editing of transcripts to correct errors. Hedy's specialized session modes improve accuracy for medical, legal, and technical meetings.

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/>)

Hedy AI · Live AI Coaching for Important Conversations

Try Hedy free: <https://www.hedy.ai/downloads/>

<https://www.hedy.ai/post/top-5-ai-meeting-assistants/>