CHECKLIST · AI AT WORK

# Google Meet's AI note-taker switches on by default for Business Standard and Plus from 29 September

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- [ ] **Check your plan.** Business Standard and Business Plus get the new default. Business Starter doesn't include Gemini note-taking in Meet.
- [ ] **Set the admin default.** In the Admin console, go to Menu, then Apps, then Google Workspace, then Google Meet. Under Gemini settings, click Automatic note-taking, choose an option and save. Google says changes can take up to 24 hours.
- [ ] **Check who gets the notes.** In the same Gemini settings, review the note-sharing default, and whether hosts can change it, before anyone's notes reach external guests.
- [ ] **Tell your staff.** Users can override the default at meet.google.com under Settings, then Meeting records. They can also turn notes off for one meeting in the Calendar event, or in the green room.
- [ ] **Tell the people you meet.** Add a line to meeting invites or your opening script saying Gemini may take notes, and offer to turn it off.
- [ ] **Decide on the consent setting.** If you handle health or other sensitive information, look at Google's option to require explicit consent before notes, recording or transcription start.
- [ ] **Check again after the rollout.** Google's rollout may take more than 15 days, so recheck the setting in mid-to-late October.



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