

GOODOPS / VOICE MEMORY

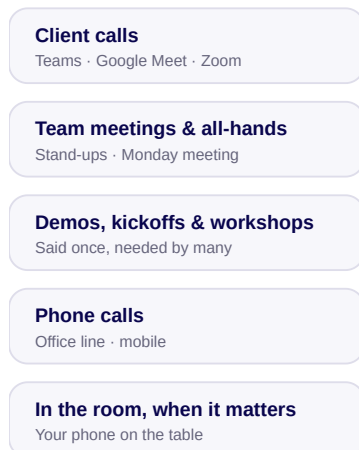
Your business runs on conversations.

Almost none are kept.

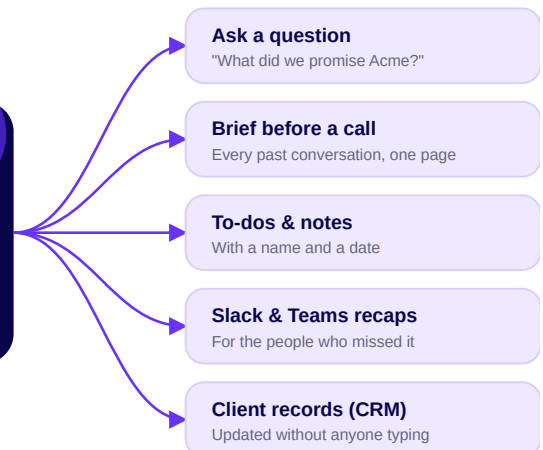
Client calls, team meetings, the Monday all-hands, demos, phone calls. Said out loud, maybe even transcribed, then gone. **Voice Memory** puts every work conversation in one place your team can ask, and sends the follow-up where work happens.



WHERE YOU TALK



WHERE IT'S USED



Uses the meeting and phone tools you already pay for. No notetaker bot. No gadgets required.

THE MODULE

Capture it. Use it. Keep it running.

We start with the tools you already have, work out where the knowledge needs to show up, connect the two, and keep it running.

01

Capture

- Built-in recording on Teams, Meet or Zoom, on for every meeting type
- Phone calls and in-person meetings, using the phone in your pocket
- Names, not "Speaker 3"; stray apps retired

02

Use

- One memory in the files you already use, same permissions
- Ask anything; get the answer and where it came from
- To-dos, briefs, Slack recaps and CRM notes flow out on their own

03

Keep it running

- Daily checks: missed recordings, duplicate to-dos, access drift
- Monthly quality review; new features switched on as tools change
- Export-safe: your memory outlives any single tool

THE 30-MINUTE MINI-AUDIT

Your rollout plan, before you commit to anything.

Where do your meetings happen? Where does that information need to go? Which tools do you use, and which have you tried and hated? Every tool lands in one of four states. That list is the plan.

ACTIVATE

You have it, it's off. We switch it on properly.

e.g. Teams recap, Gemini in Meet

OPTIMIZE

It's on, but nothing flows out of it. We connect it.

e.g. Otter that emails recaps nobody reads

MIGRATE

Three people, three apps. We bring the history into one.

e.g. Fireflies + Fathom + a shared phone

GOOD TO GO

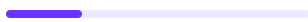
Already working. We leave it alone and plug it in.

e.g. Your task list, your CRM

WEEKS 1-2

Set up

Rules agreed, recording on for every meeting type, voices enrolled.



WEEKS 3-5

Memory live

One team gets it first: memory, assistant, to-dos, briefs.



WEEKS 6-8

Everyone

Team-by-team rollout, short training, owner's guide.



ONGOING

Looked after

Runs on your GoodOps retainer. Named contact, monthly report.



WHAT WE NEED FROM YOU

- One decision-maker, 2 hours a week during setup
- Admin logins for your meeting tool, files, task list and CRM
- 15 minutes per person to enrol their voice and attend one training

DONE MEANS

- Every meeting type captured, with names
- 20 real questions answered correctly, with the source
- The last 10 meetings' to-dos in your task list, untouched by hand

HOUSE RULES

Everyone is told, every time

Anyone can say "not this one"

HR, legal & personal: never kept

Kept for 2 years, then gone

Data can stay in Canada

INVESTMENT

Typical set-up CAD 10,000–20,000, fixed after the mini-audit. Then it runs on your GoodOps retainer.

Priced by how many teams and meeting types you have. Note-taker set-up and migration are part of the module, not extras. Software is mostly already in your Microsoft 365 or Google Workspace plan.

[Book the 30-minute mini-audit ↗](#)