Anar Labs

Anar Minutes

Minutes from the recording.

Anar Minutes turns a meeting recording into a transcript, draft minutes and a list of actions that your team tracks.

For
Committee secretariats and PMOs

Date
November 2026

The problem

Minutes are written by hand, after the meeting.

01

Notes and memory

Secretaries write the minutes from their notes and from memory.

02

Actions get lost

Actions sit inside a document. Nobody tracks who owns each one.

03

Decisions are hard to find

To find a past decision, staff read old minutes one by one.

What it is

Upload a recording. Get draft minutes.

01

Recording

Upload audio in one of nine formats. A background job handles large files.

→

02

Anar Minutes

Transcribes the audio. Then drafts the agenda, key points, decisions, actions and next steps.

→

03

Your team

Edits the draft, sets owners and deadlines, and exports the minutes.

Anar supplies no models. Drafting uses the model you configure. Speech-to-text uses a fixed cloud endpoint today.

Drafting

The draft follows the type of meeting.

7

meeting types, each with its own drafting prompt. Examples are cabinet, committee and board meetings.

Count from the product source, November 2026.

- **Agenda** and key points
- **Decisions** made in the meeting
- **Actions** with an owner and a priority
- **Next steps**

Shipped

Actions

Each action has an owner. Your team sets the deadline.

Owner and priority

The draft names an owner and a priority for each action. Staff can edit both.

Shipped

Deadlines

Staff set deadlines by hand. The draft does not capture them yet.

Partial

Overdue view

The dashboard shows overdue and pending actions from the deadlines that staff set.

Shipped

Shipped Partial Roadmap

Finding and sharing

Four features work today, with limits.

Search

Keyword search across titles, transcripts and summaries. No semantic search.

Partial

Speaker labels

Labels such as Speaker 1 come from pauses in speech. They are not names.

Partial

Export

Markdown and JSON today. Word and PDF are on the roadmap.

Partial

Templates

Staff can save section layouts. Layouts do not change the draft yet.

Partial

Shipped Partial Roadmap

Status today

What works now, and what does not yet.

Capability	Status	Note
Upload, transcription, background job	Shipped	Upload only. No live transcription.
Draft minutes and action list	Shipped	Seven meeting types.
Action deadlines	Partial	Staff set them by hand.
Speaker labels, search, export	Partial	Labels by pause. Keyword search. Markdown and JSON.
Speech-to-text endpoint	Partial	Fixed cloud endpoint. It does not go through Anar Gateway.
Named speakers, approval, Word and PDF	Roadmap	Not built yet.

Roadmap

The order follows what a secretariat needs first.

Now

- Upload and transcription
- Draft minutes for seven meeting types
- Action list with owners

Next

Roadmap

- Bilingual Word and PDF on your template
- Speaker names from a roster
- Arabic dialect accuracy with a confidence per segment

Later

Roadmap

- Draft to adopted approval, with a locked version
- Attendance, quorum and a decisions register
- Hijri and Gregorian dates

The platform

Minutes works with the Anar platform.

Anar Gateway

Drafting can go through the gateway when you set its address. Speech-to-text does not yet.

Anar Guard

Minutes sends an event to Guard for each model call.

MCP clients

An agent can call the Minutes API through its MCP server.

Bring one recording. See the minutes.

A one-month pilot: we deploy in your environment and run it with one team.

anarlabs.ai/contact