

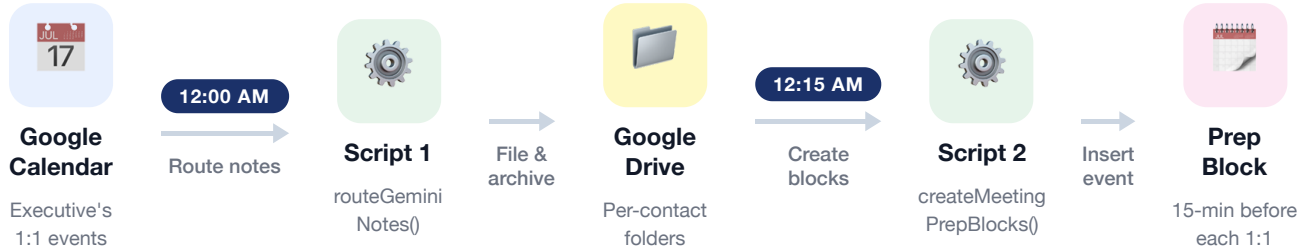
Pre-Brief

AUSTIN ARNOLD
EXECUTIVE ASSISTANT

V1.0 · GOOGLE APPS SCRIPT · AUTOMATION

Files Gemini meeting notes into per-contact archives and surfaces a prep block on the executive's calendar before every 1:1 — automatically, every night.

SYSTEM FLOW — RUNS OVERNIGHT, EVERY NIGHT



1

Route Gemini Notes

Trigger: 12:00 AM daily (CST) · Yesterday's events

- Scans the executive's calendar for yesterday's 1:1 events
- Identifies 1:1s by exactly one non-executive attendee
- Locates the attached Gemini notes Google Doc
- Copies into per-contact Drive folder, renamed YYYY-MM-DD
- Logs first-time contacts to a tracking Sheet for weekly review

2

Create Meeting Prep Blocks

Trigger: 12:15 AM daily (CST) · Today's events

- Scans the executive's calendar for today's 1:1 events
- Looks up most recent prior notes for each contact
- Skips contacts with no prior notes (first meeting ever)
- Creates a 15-min gray "Meeting Prep Block" ending at start time
- Includes a direct link to the prior notes doc in the description

WHAT THE EXECUTIVE SEES

DRIVE ARCHIVE

A **Meeting Prep Notes** folder in Drive, organized by person — every 1:1 Gemini note filed chronologically, accessible on demand.

CALENDAR PREP BLOCK

A gray **Meeting Prep Block** 15 minutes before each 1:1, with a link to the last meeting's notes. No names on the calendar — privacy by design.

DESIGN DECISIONS



Privacy by design

Prep blocks show no contact name — just "Meeting Prep Block." Anyone glancing at the executive's calendar can't see who they're prepping for.



Email-based contact matching

Contact folders are keyed by email address (stored in the folder description), not display names — survives name changes and typos.



Native Google Workspace only

Zero third-party apps, no API keys, no external services. Everything runs inside Google, on the free Apps Script tier.



Runs from the EA's account

Scripts authorize and run as the EA, not the executive. The executive does nothing after initial setup. The EA owns iteration.

