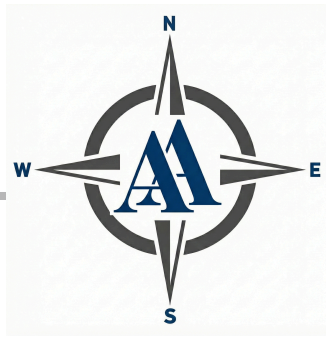




Keeping Leaders On Course

PRE-BRIEF

User Guide // Process Instructions

Document created by Austin Arnold | Executive Operations - Version 1.0

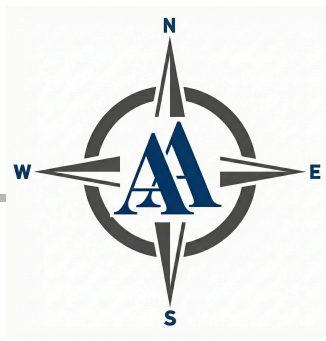
Overview

Pre-Brief is an automation that works silently in the background, every night. It takes the meeting notes Google Gemini generates automatically and does two things: files them into a per-contact archive in Google Drive, and drops a Meeting Prep Block on the calendar before each 1:1 with a direct link to the most recent notes from that person.

This guide explains what the system does, what appears on the calendar each morning, and what — if anything — requires attention.

How it works (in plain terms)

Each night at midnight, the first script routes any new Gemini meeting notes into the correct per-person folder in Google Drive. Fifteen minutes later, the second script reads the calendar for the day ahead and drops a 15-minute prep block before each 1:1 — with a link to the most recent prior notes for that person. By the time the calendar is open in the morning, the context is already there.



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Part 1: How It Works

1.1 The Two Scripts

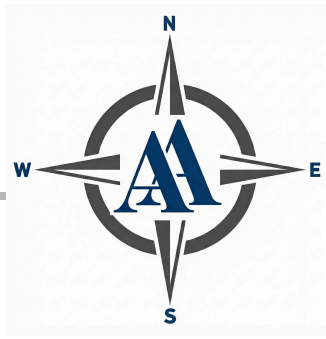
Pre-Brief runs as two separate scripts inside Google Apps Script, each on its own nightly schedule.

Script	What It Does
Script 1 — routeGeminiNotes Runs at 12:00 AM	Finds Gemini notes from yesterday's 1:1 meetings, renames them with the meeting date, and files them into the correct per-contact folder in Google Drive.
Script 2 — createMeetingPrepBlocks Runs at 12:15 AM	Reads today's calendar, identifies all 1:1 meetings, and creates a 15-minute Meeting Prep Block before each one — with a direct link to the most recent prior notes for that person.

1.2 What Appears on the Calendar Each Morning

The primary output is the Meeting Prep Block. Each morning the calendar will show a gray 15-minute block before every 1:1 scheduled for that day.

- Title: Meeting Prep Block (uniform — no contact name shown, for privacy)
- Color: Gray
- Description: direct link to the most recent prior meeting notes for that person



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- Duration: 15 minutes, ending exactly when the 1:1 begins



First Meeting with a New Contact

If it is the first time meeting with someone and no prior notes exist yet, no prep block will be created for that meeting. Once a first meeting occurs and Gemini generates notes, all future meetings with that person will have a prep block automatically.

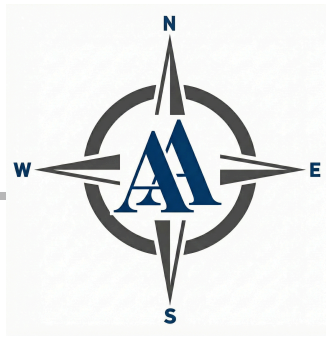
1.3 Where Notes Are Filed

All meeting notes live inside a master folder in Google Drive called Meeting Prep Notes. Inside that folder, each contact has their own subfolder. Notes are renamed on filing using this format:

YYYY-MM-DD - [Original Gemini Note Title]

This naming convention makes all notes for a given person sortable by date, with the most recent immediately identifiable.

Meeting Prep Notes/
Jane Smith/
2026-04-01 - 1:1 with Jane Smith
2026-04-15 - 1:1 with Jane Smith
John Doe/
2026-03-22 - 1:1 with John Doe



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Part 2: The Executive Role

2.1 What Happens Automatically

Everything below happens with no input required:

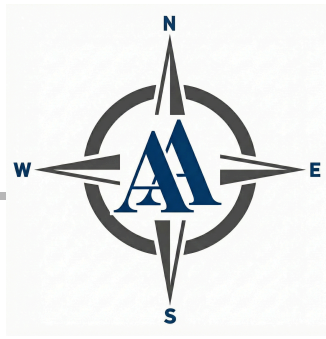
- Gemini meeting notes are filed into the correct contact folder
- New contacts get their own folder created automatically
- Meeting Prep Blocks appear on the calendar before each 1:1
- Notes are linked directly in the prep block — nothing to search for

2.2 The One Dependency: Gemini Notes

Pre-Brief is built on top of the notes Google Gemini generates automatically at the end of meetings. For the system to work, Gemini must be generating notes for 1:1s.

⚠ If Gemini Notes Are Disabled

If Gemini is not generating notes for a meeting, no file will exist to route. The prep block for a future meeting with that person will still appear — linking to the most recent notes that do exist. No data is lost; the archive simply will not have a new entry for that session.



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Part 3: The Contact Archive

3.1 How Contacts Are Matched

The system identifies contacts by email address, not display name. This means the archive survives name changes, role changes, and calendar display-name inconsistencies without any manual correction.

When a new contact is encountered for the first time, a folder is created using the display name shown on the calendar event. A log of all newly created contact folders is maintained in a separate Sheet for weekly review.

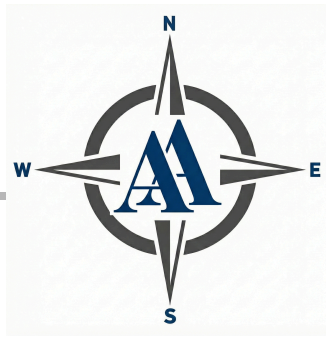
3.2 Accessing the Archive Directly

The master folder (Meeting Prep Notes) is shared with the executive in Google Drive. It can be navigated at any time to review the full history of notes with any contact, regardless of whether a prep block exists that day.



Pro Tip

Before an important meeting — a board member, investor, or first meeting with a new senior leader — open the contact folder directly to review the full note history, not just the most recent session.



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Part 4: Privacy Design

4.1 No Third-Party Tools

Pre-Brief does not use any external services, webhooks, or third-party integrations. No calendar data, contact information, or meeting notes leave the Google Workspace environment at any point.

4.2 Everything Stays Inside Google Workspace

Both scripts run natively inside Google Apps Script. The only permissions required are:

- Read access to the executive calendar (to identify 1:1s and retrieve Gemini note attachments)
- Write access to Google Drive (to file notes into contact folders)
- Write access to Google Calendar (to create Meeting Prep Blocks)

All three permissions operate within the organization only.



The Prep Block Privacy Decision

Meeting Prep Blocks are titled uniformly — no contact name is included. Anyone who can glance at the calendar cannot identify who the executive is prepping to meet with from the event title alone.