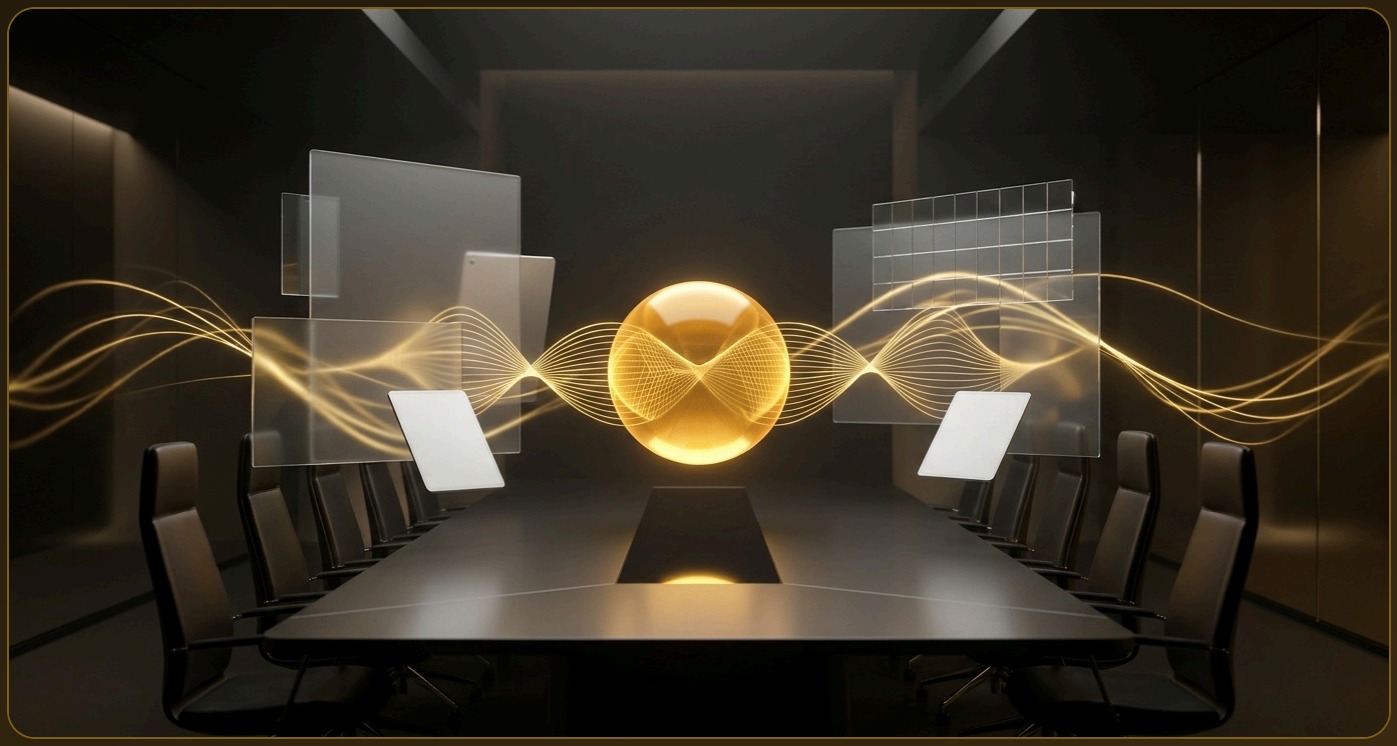
ANTHROPIC CLAUDE & WORKSPACE STUDIOS • FIELD GUIDE

Claude Meetings

Turning live Google Meet calls into real-time co-creation sessions—mastering calendar auto-join, visible anti-stealth presence, external-guest guardrails, live Whiteboards, Docs & Sheets, Interactive Connectors, and the post-meeting `claude.ai` hub.

Visible Google Meet Teammate | Auto-Join & 1:1 Skip Rules | External-Guest Guardrail | Spoken & Chat Execution | Live Artifacts & Connectors | Post-Meeting Hub & Sync



Build During the Call

Address Claude aloud or in Meet chat to draft Docs, Sheets, and Whiteboards live while teammates co-edit before anyone hangs up.

Zero-Stealth Trust

Appears openly in the attendee roster, posts a transparency notice in Meet chat, and auto-leaves if an unapproved external guest enters.

Every Call Becomes a Hub

Wraps every session into a dedicated `claude.ai` meeting page with transcript, owner action items, Artifacts, and partner syncs.

Moving From Passive Note-Taker to Live Call Teammate

Conventional meeting bots sit silently in the corner and email a generic summary twenty minutes after everyone has moved on—leaving your team with the actual documents, spreadsheets, and architecture boards still unbuilt. **Claude Meetings** flips the workflow inside out by acting as a visible, real-time workspace builder inside Google Meet.

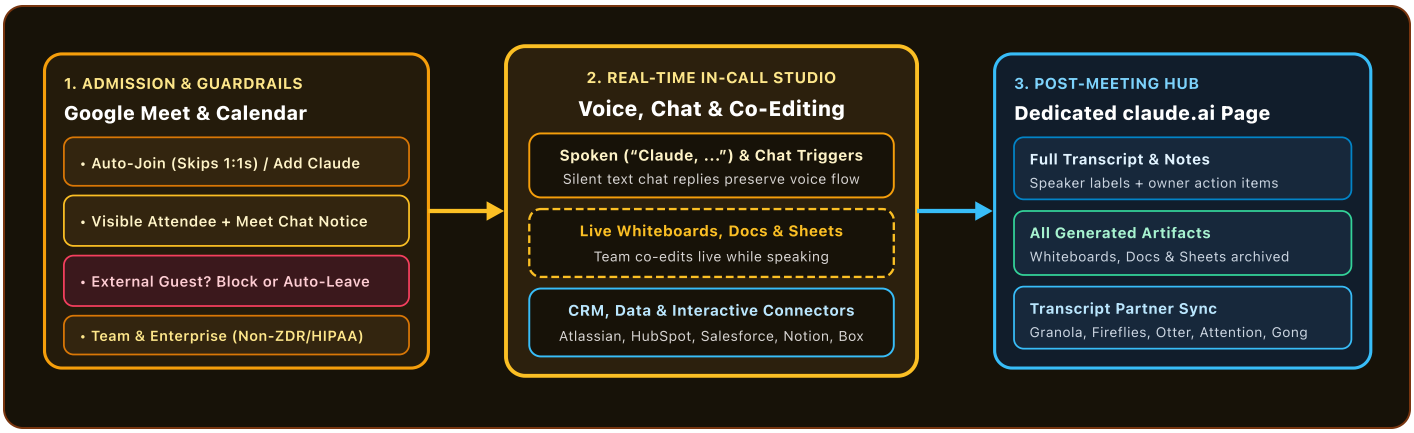
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Why Real-Time Text Chat Replies Beat Interrupting Voice Audio

Speaking over teammates breaks meeting momentum, so Anthropic designed Claude Meetings to listen to spoken cues (*"Claude, pull last quarter's ARR"*) and typed Meet chat commands, then respond primarily in **Google Meet text chat** alongside clickable links to live Artifacts. Humans keep talking smoothly while charts, tables, Whiteboards, and Docs take shape right beside the call.

Architecture: Admission Guardrails to Post-Call Execution



Built for Active Calls, Not Surveillance

Claude never joins invisibly. Every participant sees Claude in the Google Meet roster, reads a clear arrival notice in chat, and shares immediate access to the live artifacts and post-call `claude.ai` meeting hub.

Plans, Beta Pricing, Setup & Meeting Tool Matrix

Launched in November 2026 beta exclusively for **Claude Team** and **Claude Enterprise** workspaces (not Free, Pro, or Max), Claude Meetings launches first on **Google Meet** with strict security and quota rules.

1 Plan Availability & Admin Defaults

- **Claude Team Plan:** Enabled **on by default**; workspace Owners can toggle it off anytime in organization settings.
- **Claude Enterprise Plan:** Turned **off by default**; Primary Owners enable org-wide or scope access via **custom roles** (`Claude Meetings` & `Meetings with external guests`).
- **Compliance Exclusions (Beta):** Unavailable during beta for organizations using **Zero Data Retention (ZDR)**, **HIPAA-ready (BAA)**, or **Customer-Managed Encryption Keys (CMEK)**.
- **Supported Platform:** Google Meet at launch, paired with Google Calendar on web and Desktop.

2 November 2026 Beta Pricing & Quotas

- **Core Capture Free in Beta:** Live call transcripts, structured post-call notes, action item extraction, and standard in-call text chat answers carry **no extra charge**.
- **Free Artifact Window (Through Feb 10, 2027):** Real-time creation and editing of Whiteboards, Docs, Sheets, and Slides inside calls are included free through **February 10, 2027**.
- **Connected Tool Quota:** Heavy mid-call lookups across CRMs, SQL/data warehouses, or MCP connectors count toward your normal Claude plan quota.
- **Personal Auto-Join Control:** Admins enable capability; only individual users decide whether Auto-Join runs.

30-Second Activation & Google Calendar Setup Path

1. **Org Admin:** Enable Google Workspace/Calendar integration and turn on `Organization settings → Products → Claude Meetings (beta)` (or assign a custom role). 2. **User Calendar Link:** Open `Meetings` in `claude.ai` and authorize Google Calendar. 3. **Join Rule:** Pick `Settings → Capabilities → Meetings → Auto-join` (All calls or **All except 1:1s**), or click `Add Claude` manually per event.

Meeting Ecosystem Decision Matrix: Picking the Right Workflow

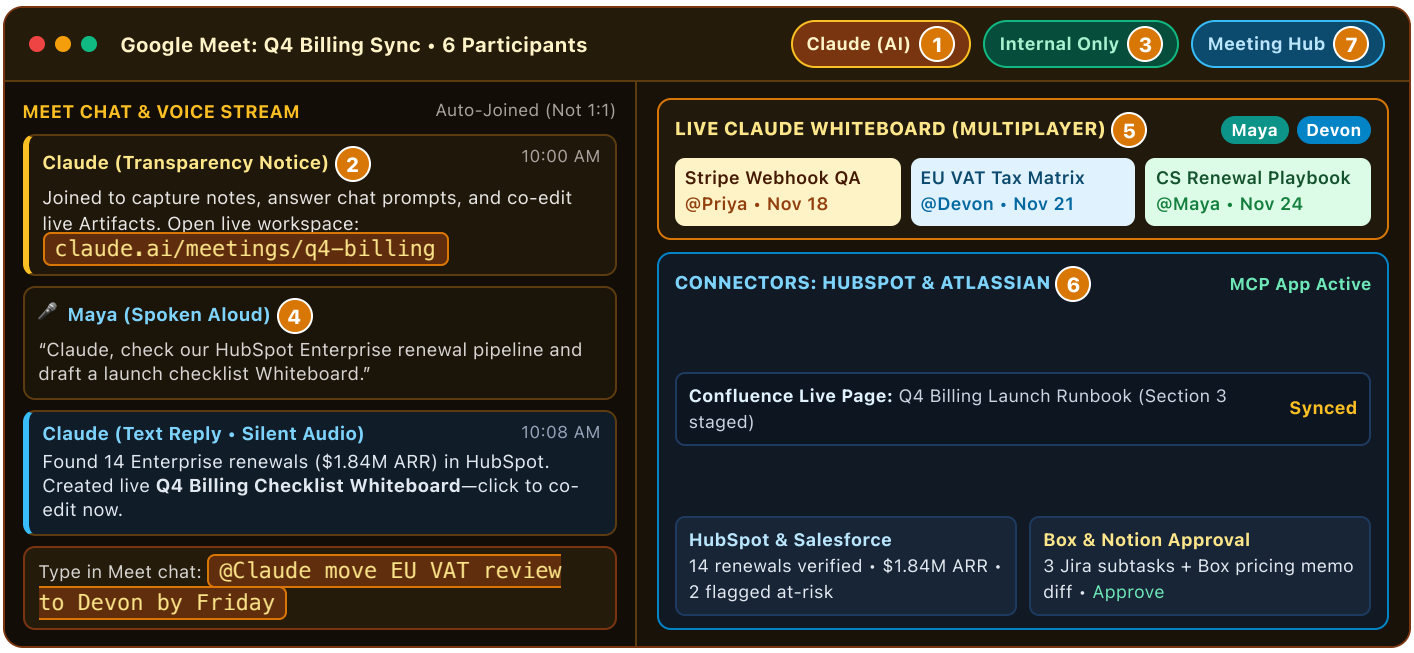
Tool / Approach	Live In-Call Creation	Video Platforms	Security & Guest Mode	Best Fit Use Case
Claude Meetings *Google Meet Beta*	**Native Live Co-Editing:** Whiteboards, Docs, Sheets + CRM lookups in call.	**Google Meet** at launch (additional platforms planned).	Visible bot + auto-leaves unapproved external calls.	Internal sprints, planning, design & architecture working sessions.
Granola / Otter / Fireflies.ai *Dedicated Note-Takers*	**Post-Call First:** Capture & recap; sync transcripts into Claude after.	Zoom, Microsoft Teams, Google Meet & Mac audio.	User-managed bot or bot-free local audio capture.	Multi-platform calls & external interviews forwarded to Claude.
Gong / Attention *Revenue Intelligence*	**Deal Coaching:** Live sales scorecards, battlecards & CRM field sync.	Cross-platform enterprise dialers & video rooms.	SOC2 / HIPAA sales call recording & compliance archives.	External customer discovery, renewals & VP pipeline reviews.
Manual Audio → Claude Project *Async Synthesis*	**Zero Live Bot:** Upload approved transcript or notes after the call.	Any meeting room, phone call, or in-person huddle.	Safe for **ZDR, HIPAA & CMEK** regulated orgs.	Board meetings, M&A, healthcare & locked-down legal reviews.

Recommended Default: Auto-Join Team Calls, Skip 1:1s Automatically

Turn on Auto-Join with the **Skip 1:1 meetings** filter enabled. Your recurring standups, sprint kickoffs, and cross-functional reviews automatically build live Docs and action hubs, while private coaching or peer 1:1s remain bot-free unless you click `Add Claude` manually.

Annotated Tour: Inside a Live Claude Meetings Session

When Claude enters your Google Meet call, the experience bridges the video call window and a shared `claude.ai` live workspace—keeping human voices, Meet chat answers, Artifacts, and Interactive Connectors synchronized in real time.



1 **Visible Participant Presence:** Claude joins the Google Meet attendee list openly—zero stealth recording bots or hidden background listeners.

2 **Meet Chat Transparency Notice:** Posts an immediate arrival disclosure with a direct link so everyone in the room can inspect notes and live boards.

3 **External-Guest Security Guardrail:** Monitors participant domains continuously and auto-leaves mid-call if an unapproved outsider joins.

4 **Voice & Chat Prompt Stream:** Say *"Claude, ..."* aloud or type in Meet chat; Claude replies quietly via text chat so human speech flows naturally.

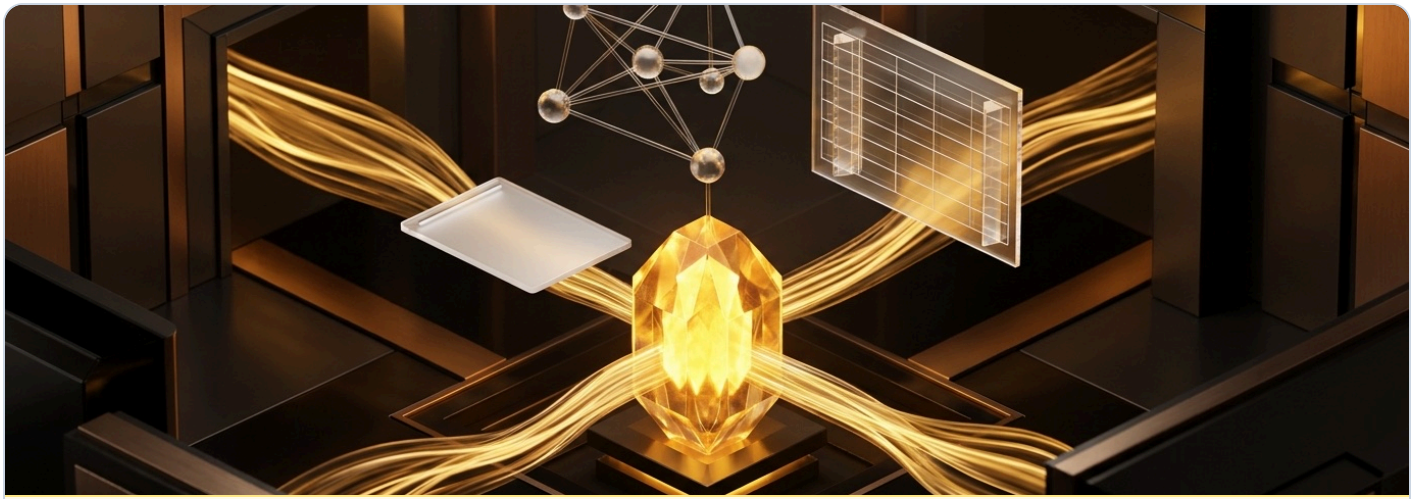
5 **Multiplayer Live Artifacts:** Spawns and updates Whiteboards, Docs, and Sheets in real time while teammates drag cards and edit copy together.

6 **Side-by-Side Interactive Connectors:** Embeds Atlassian, HubSpot, Salesforce, Notion, or Box views for instant data checks and approval-gated updates.

7 **Dedicated Post-Meeting `claude.ai` Hub:** Once Google Meet ends, the live link compiles automatically into your org-private hub holding the full transcript, structured notes, owner-assigned action items, and every created Artifact.

Real-Time In-Call Execution: Build Work While You Talk

The signature breakthrough of Claude Meetings is closing the gap between talking and shipping. Instead of ending a 45-minute call with only a to-do list, your team leaves with the actual Whiteboard, PRD Doc, or financial Sheet drafted and reviewed together live.



Conversation Into Concrete Work: Spoken requests and Meet chat prompts trigger silent text replies plus live multiplayer updates across Claude Whiteboards, Claude Docs, and Claude Sheets—free of audio interruptions.

How Teams Steer Claude Mid-Call Without Breaking Flow

1 Trigger Aloud With "Claude, ..."

Lead clearly with Claude's name when speaking: *"Claude, spin up a Claude Sheet comparing our three vendor quotes."* For sensitive connector writes, Claude asks a quick confirmation in chat to verify speaker intent.

2 Silent Text-Chat Replies

Rather than interrupting speakers with synthetic voice audio, Claude posts crisp answers and clickable Artifact links straight into Google Meet chat while the discussion keeps moving.

3 Type Quietly in Meet Chat

Someone not holding the floor can type a side request in Meet chat (e.g., *"Claude, verify our 99.9% uptime SLA in Notion"*) so facts arrive in text without interrupting the presenter.

4 Multiplayer Co-Edit Before Wrapping

Click the posted session link to open the live **Whiteboard, Doc, or Sheet** in `claude.ai`. Teammates drag stickies, tweak numbers, and refine copy alongside Claude live on the call.

```
Example spoken mid-call cue (produces a live Artifact without stopping conversation):
"Claude, take the last ten minutes of our launch discussion and create a Claude Whiteboard with three swimlanes—
Engineering, Legal, and GTM—assigning Maya, Devon, and Priya to the milestones we just agreed on and flagging open
questions in amber."
```

Free Artifact Window Note (Through February 10, 2027)

Create live Whiteboards, Docs, Sheets, and Slides freely during beta calls—Anthropic includes in-call Artifact generation at zero extra cost through **February 10, 2027**, while heavy external connector lookups use normal plan quota.

Joining Mechanics, Guest Guardrails & Prompt Anatomy

Knowing exactly when Claude enters, when it refuses or leaves, and how to phrase crisp mid-call prompts keeps every session predictable and clutter-free.

Calendar Auto-Join & On-Demand Invites

- **User-Controlled Auto-Join:** Set `Settings → Capabilities → Meetings → Auto-join` to *All meetings* or **All except 1:1s** (admins cannot force auto-join on users).
- **Pre-Call Manual Toggle:** Open `Meetings` in Claude and click `Add Claude` on any individual calendar invite.
- **Mid-Call On-Demand Invite:** Forgot to add Claude before dialing in? Open `Meetings` on `claude.ai` and invite Claude onto the active Google Meet call immediately.

External-Guest Security Guardrail

- **Blocked by Default:** Claude refuses to join any Google Meet containing participants outside your organization unless an org admin enables external calls.
- **Instant Mid-Call Auto-Leave:** If an unapproved external guest enters halfway through an internal meeting, Claude **automatically disconnects immediately**.
- **Admin-Authorized Guest Mode:** Even when allowed by custom role, Claude posts a visible notice and limits active chat replies to protect internal context.

The 5-Part In-Call Command & Policy Anatomy

When steering Claude aloud or in Meet chat during a fast-moving discussion, combining these five elements produces ready-to-share Artifacts on the first attempt:

[1. Trigger & Scope] Claude, using our Q4 Pricing discussion from the last 15 minutes [2. Connected Context] cross-referenced with our Salesforce Enterprise renewal metrics and the Box Pricing Memo, [3. Live Artifact Format] create a live Claude Sheet modeling 3 discount tiers with margin formulas [4. Owners & Follow-Through] and add a summary action block assigning Legal review to Priya by Thursday. [5. Reply & Privacy Guard] Post the Sheet link silently in Meet chat without speaking aloud or altering live CRM records yet.

Command Component	What It Governs in Google Meet	Failure Mode When Omitted
Trigger & Scope	Wakes Claude cleanly via `Claude, ...` and frames which part of the call matters.	Claude summarizes old small talk or misses your intent in a noisy multi-speaker room.
Connected Context	Names exact CRM, warehouse, or Notion/Box tools to query before drafting.	Artifact fills with generic placeholder estimates instead of real org figures.
Live Artifact Format	Locks output type: `Claude Whiteboard`, `Claude Doc`, or `Claude Sheet`.	Returns a long wall of Meet chat text instead of a multiplayer co-editable workspace.
Owners & Dates	Captures named teammates and due dates while commitments are still spoken aloud.	Post-call action list arrives with vague bullets like “team to follow up.”
Privacy & Approval	Separates read-only drafting from approval-gated writes to Jira, HubSpot, or Box.	Unintended edits or heavy tool quota usage triggered mid-brainstorm.

Consent Etiquette: Verbally Acknowledge Claude at the Top of the Call

Even though Claude posts a visible Meet chat notice automatically, take three seconds after joining to say *“Hey everyone, Claude is in the call to build our working Doc”*—especially before inviting teammates to drop questions in chat.

Live CRM Lookups & Side-by-Side Interactive Connectors

Instead of pausing a decision while someone shares their screen to dig through five browser tabs, Claude Meetings pulls live numbers from your connected data warehouse and opens native **Interactive Connectors** (MCP Apps) right beside your call workspace.

3-Step Mid-Call Lookup & Co-Working Flow

1 Pre-Authorize Tools

Admins enable approved connectors (with optional Team/Enterprise **Auto-Connect**) so first-time lookups honor each user's existing CRM and workspace permissions automatically.

2 Query or Edit Side-by-Side

Ask aloud or in chat for ARR metrics, ticket status, or spec revisions. Claude surfaces grounded answers in chat and opens interactive partner panes side-by-side inside `claude.ai`.

3 Approve Before Writing

Reads happen fast; external writes (updating a Salesforce stage, publishing a Confluence page, or revising a Box file) wait for your explicit confirmation click.

Interactive Connectors & Live Data Tools in Meetings

Connector / System	Live Mid-Call Superpower (No Tab Switching)	Sample Prompt Inside Google Meet
Atlassian *Confluence & Jira*	Opens live Confluence pages beside your session; drafts spec updates and stages Jira sprint issues on screen.	*"Claude, open our Q4 Launch Confluence page side-by-side and add the 3 rollout blockers Devon listed."*
Salesforce *CRM & Call Prep*	Retrieves account health, open opportunities, contract renewals, and previous deal notes during pipeline syncs.	*"Claude, pull open blockers and ARR expansion targets for the Northstar Enterprise account."*
HubSpot *Pipeline & GTM*	Audits deal stages, prioritizes follow-up queues, and drafts activity logs directly from spoken call agreements.	*"Claude, check HubSpot deals closing before Nov 30 missing legal sign-off and list owners in chat."*
Notion *Docs & Databases*	Queries live Notion project databases and updates structured sprint tables inside an interactive native view.	*"Claude, look up our SLA uptime commitments in the Product Notion DB and insert them into our Sheet."*
Box + Data Warehouses *Files & Metrics*	Compares contract or deck revisions side-by-side in Box; queries connected warehouse KPIs mid-discussion.	*"Claude, pull Oct cohort retention from our warehouse and compare against the Q3 Box forecast memo."*

Understanding Quota Impact: Free Beta Capture vs. Heavy Connector Queries

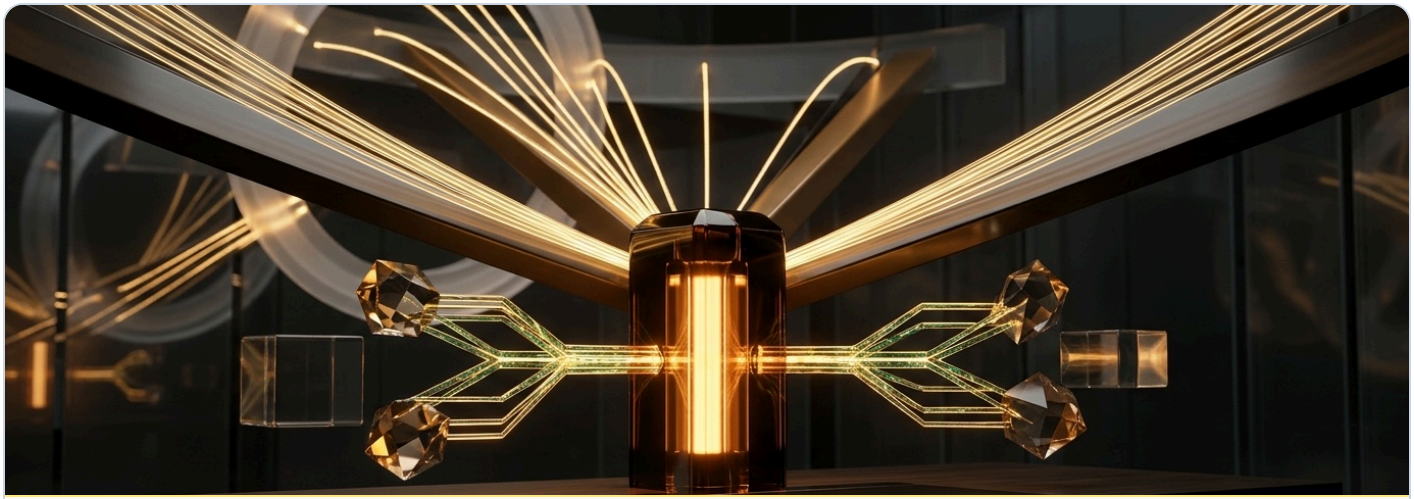
During the beta, transcription, meeting notes, basic chat replies, and live Artifacts (through **Feb 10, 2027**) carry zero surcharge. However, asking Claude to run **heavy connected tool calls**—such as scanning dozens of Salesforce accounts or running multi-table warehouse queries mid-call—draws from your normal Team or Enterprise usage quota. Batch related lookups into one clean query whenever possible.

Identity Confirmation Protects Shared Rooms

Because anyone in Google Meet can speak aloud, Claude enforces user-scoped OAuth permissions and shows an explicit confirmation prompt before modifying live records in Salesforce, HubSpot, Atlassian, Notion, or Box.

Post-Meeting `claude.ai` Hub & Transcript Ecosystem

The moment you hang up Google Meet, Claude Meetings automatically compiles every spoken detail and co-created deliverable onto one dedicated, internal `claude.ai` meeting page—while connecting cleanly with the transcript platforms your teams already run.



One Permanent Internal Hub + Open Ecosystem: Every call resolves to an organized `claude.ai` meeting hub combining transcript, notes, action owners, and Artifacts—plus seamless transcript routing with Granola, Fireflies.ai, Otter, Attention, and Gong.

1 Inside the Dedicated `claude.ai` Meeting Page

- **Full Speaker-Attributed Transcript:** Searchable verbatim record linked directly to the Google Calendar event.
- **Structured Executive Notes:** Decisions reached, open disagreements, and context summarized cleanly without fluff.
- **Owner-Assigned Action Items:** Extracted tasks bound to named teammates and spoken deadlines.
- **Attached Live Artifacts:** Every Whiteboard, Doc, Sheet, or Slide deck built during the call lives right on the hub page for instant continuation.

2 Transcript Ecosystem Integrations

- **Gong & Attention:** Funnel external sales call recordings and coaching signals into Claude for account synthesis, or route approved transcripts to your revenue intelligence stack.
- **Granola & Otter:** Pair lightweight personal note-taking across non-Meet calls (Zoom, Teams, in-person) by syncing transcripts straight into Claude Projects & hubs.
- **Fireflies.ai:** Bridge multi-platform call libraries into Claude's Artifact engine so past customer calls inform live sprint Whiteboards and Sheets.

Routing Outputs After the Call Ends

Workflow / Partner	How Data Flows	Best Team Outcome
Claude Projects Archive	Pin Meeting Hub / Artifacts to Project	Future specs, Docs, and Whiteboards automatically inherit agreed decisions and owners.
Gong / Attention	Revenue call & transcript sync	Combines external prospect coaching telemetry with Claude's custom deal briefs & ROI Sheets.
Granola / Fireflies / Otter	Cross-platform transcript bridge	Pulls Zoom/Teams/local transcripts into Claude's hub when meetings happen outside Google Meet.
Atlassian / HubSpot / Slack	Post-hub interactive follow-up	Converts owner-assigned action items from the hub into Jira tickets, CRM logs, or team recaps.

5 Real-World Copy-Paste Claude Meetings Recipes

Say any of these prompts aloud (starting clearly with `"Claude, ..."`), paste them into Google Meet chat mid-call, or run the final recipe inside your dedicated `claude.ai` meeting hub immediately after hanging up.

Recipe & Call Type	Copy-Paste Prompt (Zero Ambiguous Placeholders)	Live Output & Next Step
1. Sprint Kickoff → Whiteboard + Jira *Engineering & PM*	`Claude, query our Atlassian Jira Q4 Checkout epic for open blockers, then build a live Claude Whiteboard with 3 swimlanes (Backend, QA, GTM). Place every milestone discussed in the last 10 minutes with @Owner and Friday due dates, and drop the Whiteboard link quietly in Meet chat.`	Live multiplayer Whiteboard + verified Jira blockers ready to co-edit on screen.
2. Pipeline Sync → CRM + Brief *Sales & CS Ops*	`Claude, look up our Salesforce and HubSpot records for accounts renewing in the next 45 days above $50k ARR. Post a concise risk table in Google Meet chat and create a live Claude Doc outlining save plays with named AE and CSM owners before we move to the next agenda item.`	Text-chat risk matrix + live save-play Doc without interrupting spoken discussion.
3. Budget Review → Live Sheet *Finance & Leadership*	`Claude, open a live Claude Sheet comparing the three cloud vendor pricing tiers we just debated, pulling our October usage baseline from our connected warehouse. Add dynamic formulas for 10%, 25%, and 40% growth scenarios and share the co-edit link in Meet chat.`	Formula-driven Claude Sheet executives can test live together during the call.
4. Spec Critique → Box + Confluence *Product & Legal*	`Claude, open our Box Q4 Privacy Policy draft side-by-side and compare it against the compliance concerns raised on this call. Build a clean revision table inside a Claude Doc, and draft suggested Confluence updates for my explicit approval before publishing.`	Side-by-side redline table + approval-gated Confluence draft; zero unapproved writes.
5. Post-Call Hub → Action Dispatch *Executed on* `claude.ai` *Hub*	`Using this completed Meeting Hub transcript, notes, and attached Whiteboard, group all owner-assigned action items by teammate with due dates, draft a crisp 6-bullet Slack wrap-up, and export the transcript summary formatted for our Fireflies.ai / Gong team archive.`	Verified action dispatch, Slack summary, and clean partner archive in 15 seconds.

Voice Rule: Name the Artifact Up Front

When speaking aloud in Google Meet, say *"Claude, create a Claude Sheet..."* or *"Claude, build a Claude Whiteboard..."* in the very first five words so Claude opens the right multiplayer studio instead of writing plain chat paragraphs.

Silent Side-Channel for Presenters

While one teammate presents slides, another can type Recipe #2 or #4 quietly into Meet chat. Claude fetches the CRM or Box facts silently in chat so the presenter stays completely uninterrupted.

Governance, Custom Roles & Security Boundaries

Live call transcription and CRM lookups touch sensitive company discussions. Anthropic enforces visible anti-stealth design, strict external-guest shutoffs, granular Enterprise custom roles, and clear beta exclusions for high-compliance workspaces.

1 Team Defaults & Enterprise Custom Roles

- **Team vs. Enterprise Switch:** Enabled **on by default** on Claude Team (owner toggleable); turned **off by default** on Enterprise until enabled under `Organization settings → Products → Claude Meetings (beta)`.
- **Granular Custom Roles:** Enterprise owners can grant `Claude Meetings` and `Meetings with external guests` independently per pilot team or custom role.
- **No Forced Auto-Join:** Admins never override individual user auto-join choices; employees always retain 1:1 skip control.

2 Anti-Stealth & External-Guest Guardrails

- **Visible Presence Always:** Claude shows openly in the Google Meet participant list and announces itself in Meet chat upon arrival.
- **Auto-Block & Mid-Call Auto-Leave:** Refuses external calls unless admin-authorized, and **exits immediately mid-call** if an unapproved external guest joins.
- **Zero Model Training:** Meeting transcripts, notes, and Artifacts on Team & Enterprise are never used to train Anthropic models.

Governance, Beta Pricing & Compliance Matrix

Policy / Guardrail	Claude Team Plan	Claude Enterprise (Standard)	ZDR / HIPAA / CMEK Orgs
Beta Availability	**On by default** (owner toggleable)	**Off by default** (org or custom role)	**Excluded during beta** (feature hidden)
External-Guest Rule	Blocked unless owner authorizes	Custom role gated (auto-leaves if unapproved)	N/A — use approved manual upload
Pricing & Quotas	Notes/chat free; Artifacts free thru **Feb 10, 2027**	Notes/chat free; heavy tool calls use org quota	Standard plan API / Project quotas
1:1 Auto-Join Control	User-scoped (`Skip 1:1s` supported)	User-scoped (admins cannot force-enable)	Not applicable
Post-Call Hub Scope	Org-internal `claude.ai` meeting page	SSO-gated org hub + audit governance	Store vetted notes in private Projects

Enterprise Pilot Playbook: Roll Out Safely in 3 Steps

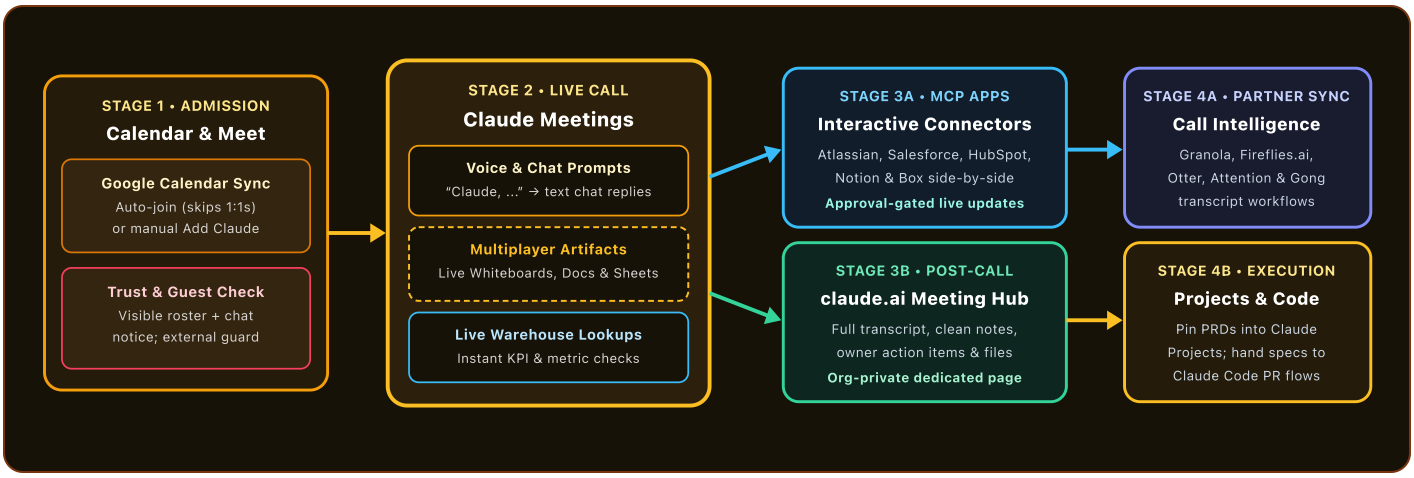
1. Confirm your workspace is not configured with ZDR, HIPAA-ready BAA, or CMEK (which are excluded during beta). 2. Create an Enterprise custom role granting `Claude Meetings` (internal-only) to a 20-person Product & Engineering pilot while leaving `Meetings with external guests` off. 3. Review connected MCP permissions (Salesforce, Atlassian, Box) before expanding org-wide.

Real-World Watchout: Forwarded Calendar Links Trigger Instant Auto-Leave

If a teammate forwards an internal Google Meet invite to an outside agency contractor and that guest clicks in mid-session, Claude's guardrail triggers an immediate departure so internal org notes and connected tool data stay protected automatically.

Cross-Tool Synergy: From Calendar Invite to Shipped Work

Claude Meetings acts as the live conversational front door to Anthropic's workspace suite—connecting Google Calendar, live Google Meet co-editing, Interactive Connectors, the `claude.ai` post-meeting hub, partner intelligence platforms, and **Claude Code**.



Walking the Full Meeting Lifecycle in Practice

1 Pre-Call Calendar Guard

Keep Google Calendar Auto-Join configured to **skip 1:1s**. Claude verifies internal-only attendees and enters your Google Meet visibly with a Meet chat transparency link before kickoff—and leaves immediately if an unapproved outsider arrives.

2 Live Artifact Co-Creation

Speak *"Claude, build a Whiteboard / Doc / Sheet"* mid-call. Claude replies silently in text chat so everyone opens the live workspace and refines the deliverable together before hanging up.

3 Side-by-Side Connector Sync

Pull CRM renewals from Salesforce or HubSpot, edit Confluence or Notion specs side-by-side, and review Box files live without breaking conversation rhythm or switching browser tabs.

4 Hub → Projects & Code

Pin the finished PRD Doc and notes from your dedicated `claude.ai` Meeting Hub into a **Claude Project**, sync transcripts to Granola/Gong/Fireflies, and pass specs straight to **Claude Code**.

Close the Loop by Pinning Your Meeting Hub Into a Shared Project

Adding the exported Doc or Whiteboard from your post-meeting hub into your team's **Claude Project** gives every subsequent call instant memory of what was already decided last week—turning isolated calls into compounding organizational context.

Troubleshooting Clinic & Pre-Flight Checklist

Use this diagnostic clinic whenever Claude unexpectedly skips or leaves a Google Meet call, a connector quota warning appears, or an Enterprise toggle is hidden—followed by our 6-point meeting readiness checklist.

Symptom / Issue	Root Cause	10-Second Fix
1. Claude did not auto-join my Google Meet call	Calendar disconnected, Auto-Join disabled, or the call is a 1:1 with Skip 1:1s active.	Open `Meetings` in `claude.ai`, click `Add Claude` on the live event, and check `Settings → Capabilities → Meetings → Auto-join`.
2. Claude abruptly exited the call mid-meeting	An external guest outside your org domain joined via a forwarded Meet link.	Expected **External-Guest Security Guardrail**; move sensitive topics internal-only or ask an Enterprise admin to grant `Meetings with external guests`.
3. Meetings toggle is missing on Enterprise	Enterprise defaults Meetings to `Off`, or org runs ZDR, HIPAA-ready, or CMEK.	Ask a Primary Owner to check `Organization settings → Products → Claude Meetings (beta)`; note ZDR/HIPAA/CMEK orgs are excluded during beta.
4. Claude replied in Meet chat instead of speaking	Text-only Meet chat replies are by design so human voices stay uninterrupted.	Keep speaking naturally, read Claude's summary in Google Meet chat, and click the posted Artifact link to co-edit the Doc, Sheet, or Whiteboard.
5. CRM or Atlassian lookup failed or slowed down	Connector lacks OAuth approval or heavy queries hit normal plan usage quota.	Authorize the Interactive Connector in `Settings → Connectors`, click the confirmation prompt, and batch multi-account lookups carefully.
6. External guest call joined, but Claude won't reply in chat	Admin-enabled external guest mode enforces passive/muted reply guardrails.	Let Claude capture transcript and notes quietly during the external call, then run follow-up prompts inside the post-meeting `claude.ai` hub afterward.
7. Teammate cannot find the Doc or Whiteboard built on the call	Looking in personal chat threads instead of the dedicated meeting hub page.	Open the `Meetings` section on `claude.ai`, select the call's dedicated hub page, and pin generated Artifacts into your shared team Project.

6-Point Facilitator & Admin Pre-Flight Checklist

- ☑ **1. Verify Plan & Compliance Eligibility:** Confirm Team/Enterprise activation and zero ZDR, HIPAA-ready, or CMEK conflicts during beta.
- ☑ **2. Set Auto-Join to Skip 1:1s:** Connect Google Calendar and enable smart auto-join so coaching 1:1s stay private by default.
- ☑ **3. Check Guest List Before Kickoff:** Confirm internal-only attendance (or verified custom-role approval) so Claude stays on the call.
- ☑ **4. Pre-Auth Interactive Connectors:** Link Atlassian, HubSpot, Salesforce, Notion, or Box beforehand for smooth mid-call lookups.
- ☑ **5. Announce Claude & Name Artifacts:** Give a 3-second verbal nod at kickoff and lead voice cues with *"Claude, create a Whiteboard/Doc/Sheet..."*
- ☑ **6. Route Post-Call Hub Outputs:** Review owner-assigned action items on the `claude.ai` hub and sync transcripts to Gong/Granola/Fireflies if needed.

Final Takeaway: Leave Every Meeting With the Work Already Built

Great teams don't need another passive transcript rotting in an inbox—they need shared geometry, verified numbers, and signed-off drafts while everyone is still in the room. With visible guardrails and live Artifacts, Claude Meetings turns call time into shipping time.