

ulla[®] AI-driven Family

AI products to monitor and improve business communication and performance

Ulla[®] Notetaker, Ulla[®] HR Engagement, Ulla[®] HR Personality Assessment, Ulla[®] HR Growth and Progression, Ulla[®] Sales, will make your meetings and communications effective and enjoyable. All Ulla[®] Family products match each other and can be combined or used individually; integrated with your notetaker; cloud or on-premise.

Ulla[®] Notetaker 

Ulla HR Engagement 

Ulla HR Personality Assessment 

Ulla HR Growth and Progression 

Ulla Sales 

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The Telegraph

Mirror

CITY AM

STARTUPS
MAGAZINE

BusinessCloud
TECH INSIGHT WITH BITE

DL Deal Lite

TECHSPARX
REGIONAL TECH NEWS

The SaaS News

startupmag 

Soapbox

NETWORKING+

Silicon
Scotland

Overview

Ulla[®] Notetaker is the most simple and secure AI instrument in a world

Ulla Notetaker captures meetings, creates clear summaries with action points, and keeps teams focused on what matters.

Simply sign in, and your dashboard is ready. This is where you find your meeting transcripts and summaries. When you schedule a meeting in Google Calendar, Microsoft Outlook, or Zoom, invite Ulla as bot@ulla.bot as an attendee.

That is it.

GDPR, SOC2, ISO 27001

No OpenAI

Understand specific terminology

Industry-specific summaries

Multiple languages

Accents and pronunciation

Content



Offline ☐ In-person

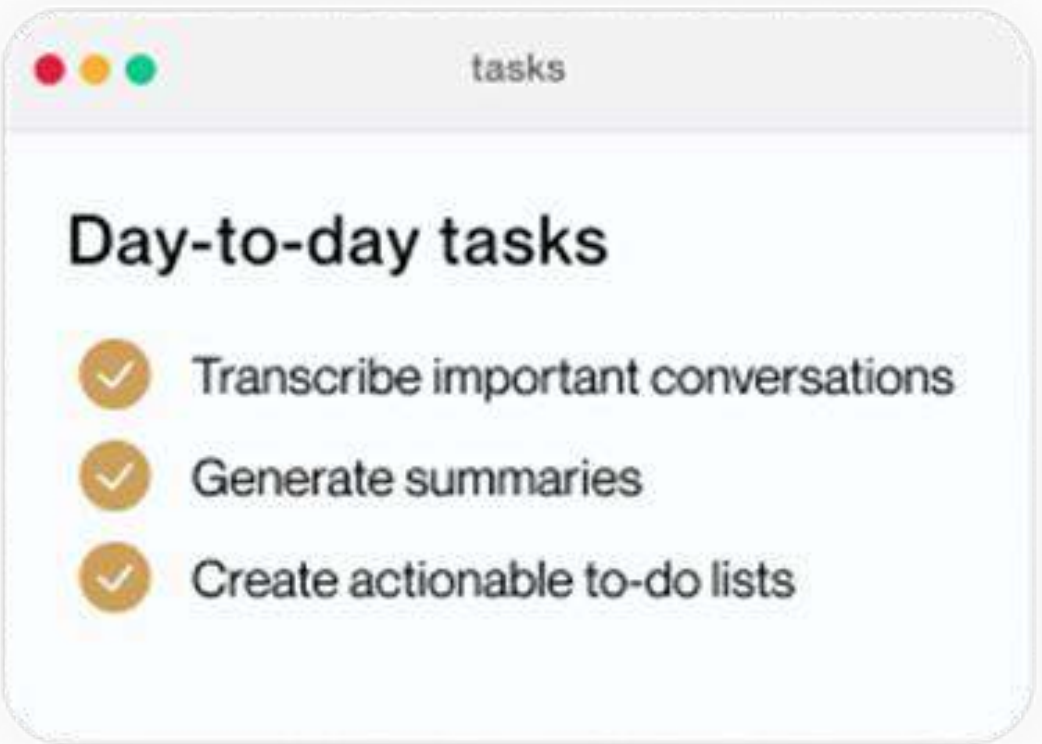
Registration

Ulla Interface overview

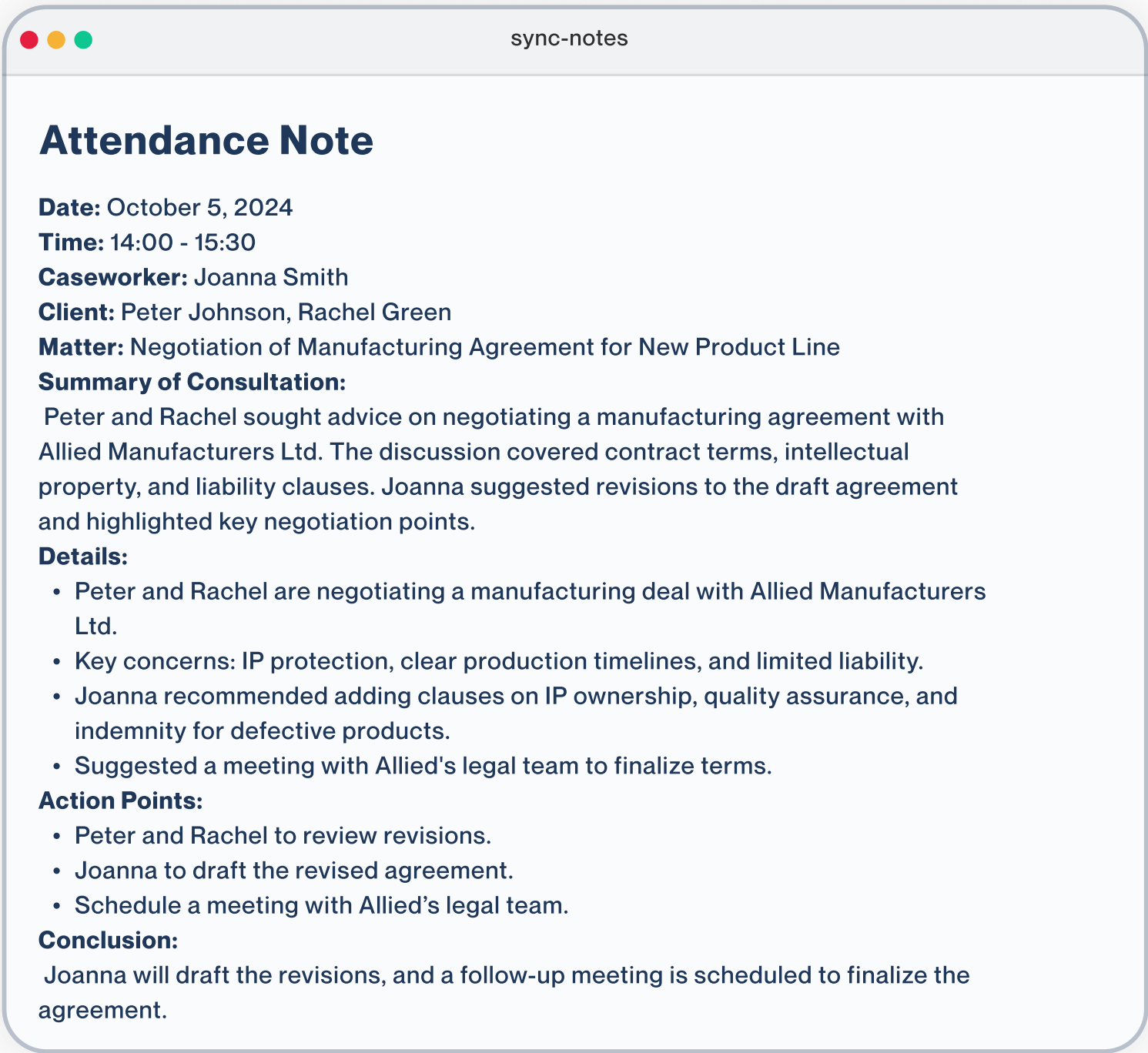
Change Speakers

Getting started

Data security



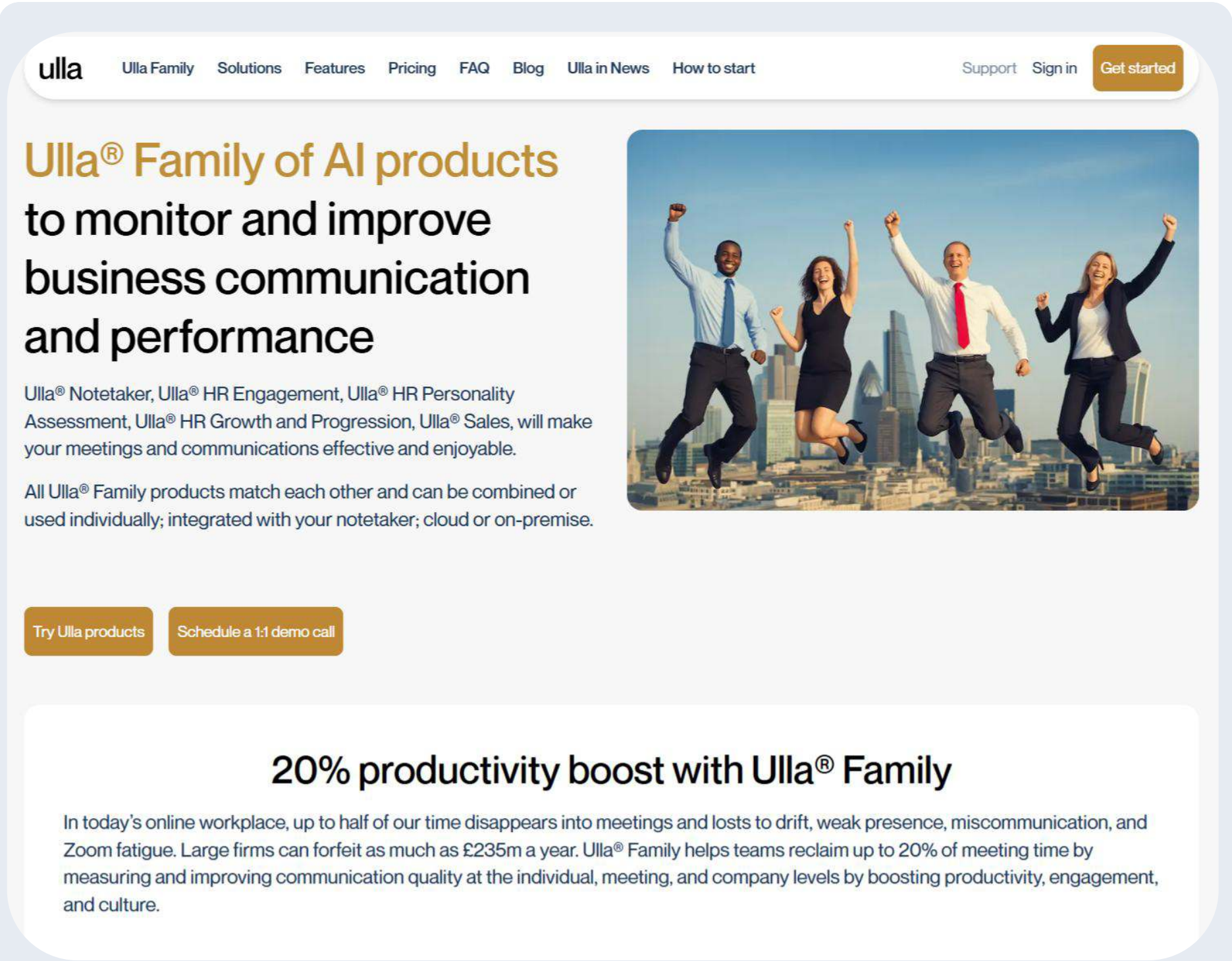
don't focus
on routine



Steps to Register

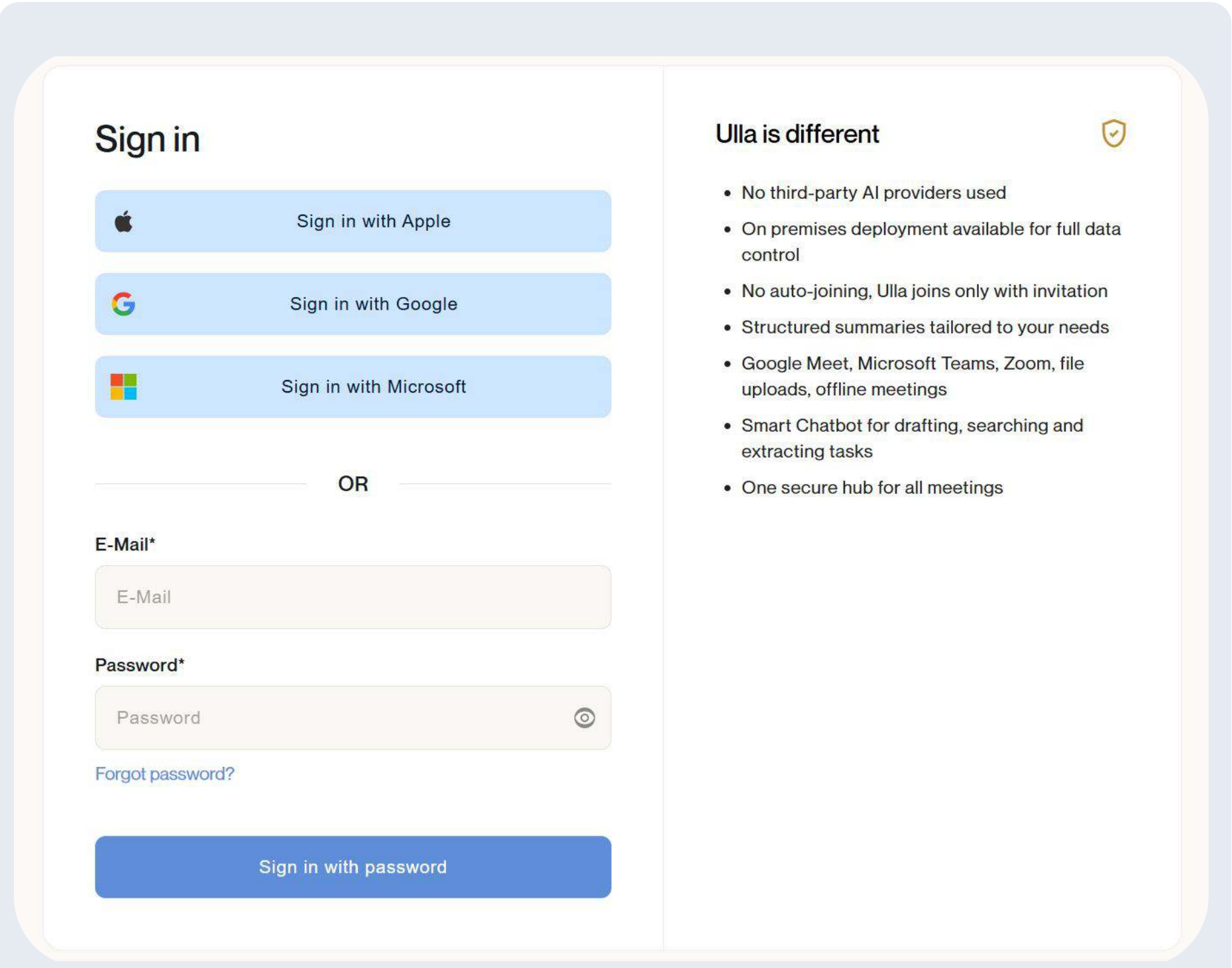


only for Professional



01 Visit the website

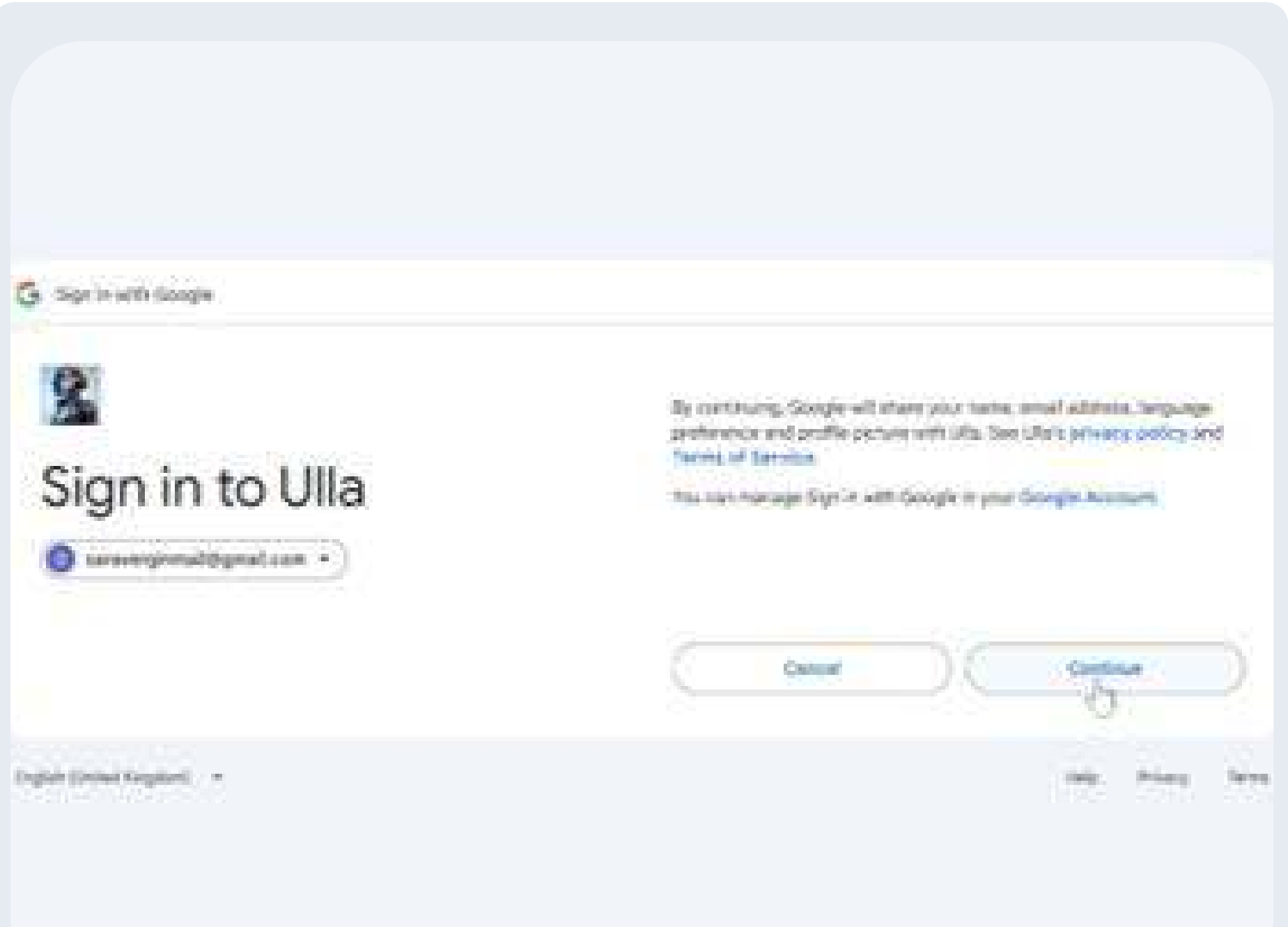
Click “Get started” buttom
or register with Ulla at <https://uk.ulla.bot/auth/register>



02 Sign In

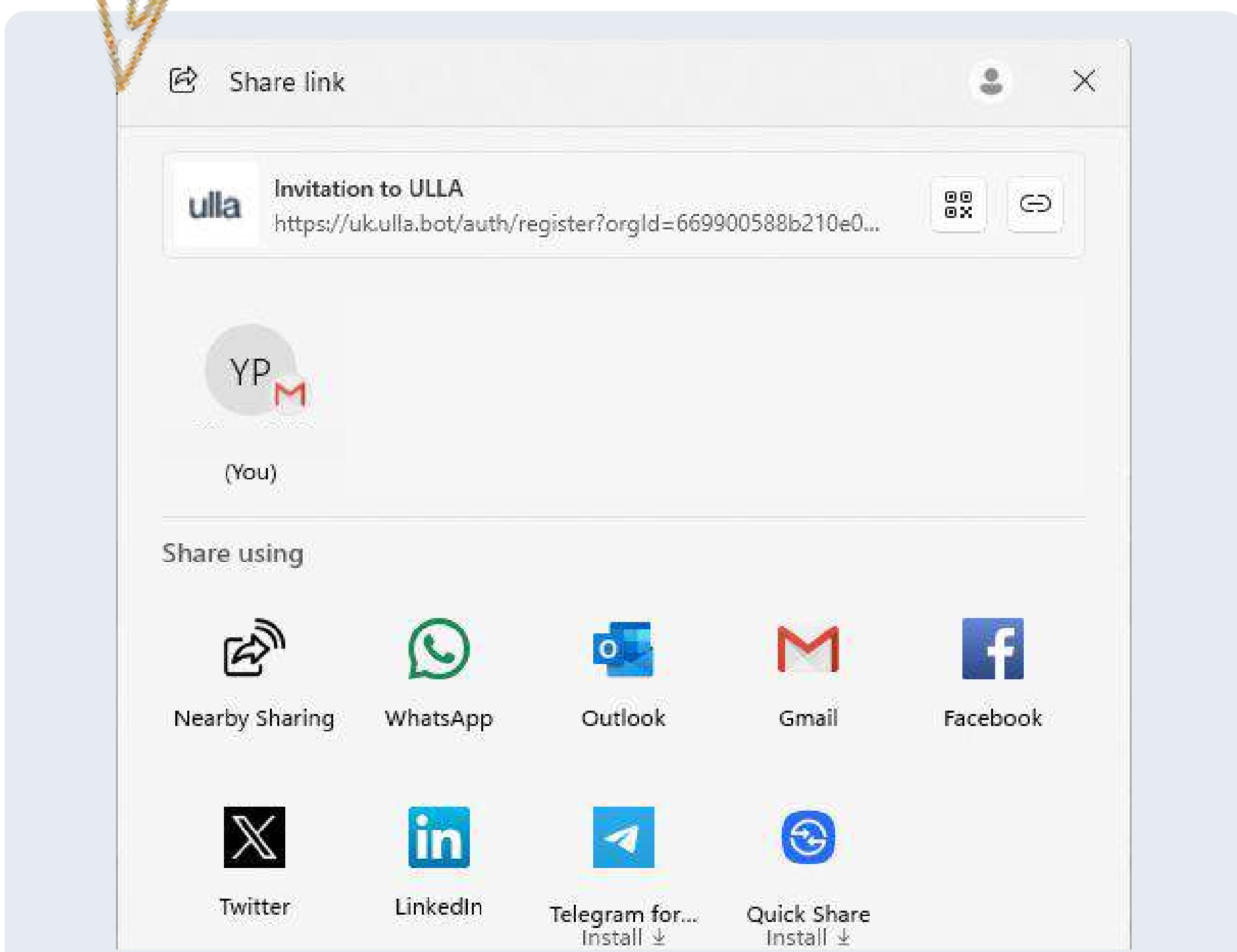
Registration Options

- Option 1: Use your email to sign in.
- Option 2: Sign in with a provider (Google, Microsoft, or Apple)



03 Authorise account

- Confirm permissions if required by your chosen provider, such as Google, Microsoft, or Apple.
- If you register with email and password, confirm your account via the verification link sent to your inbox.

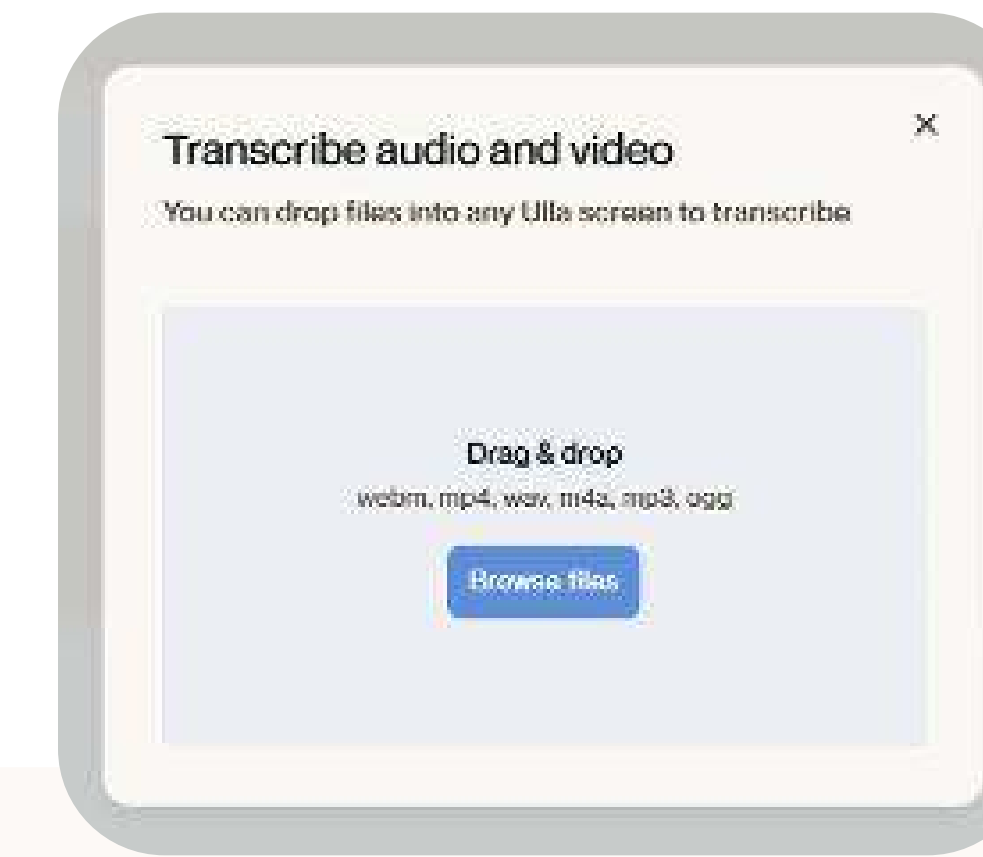


03 Register via invitation link

Only for Professional plan

- Admin can share or copy the invitation link
- Registration is completed directly via this link

Dashboard



What it is:

Main page of Ulla

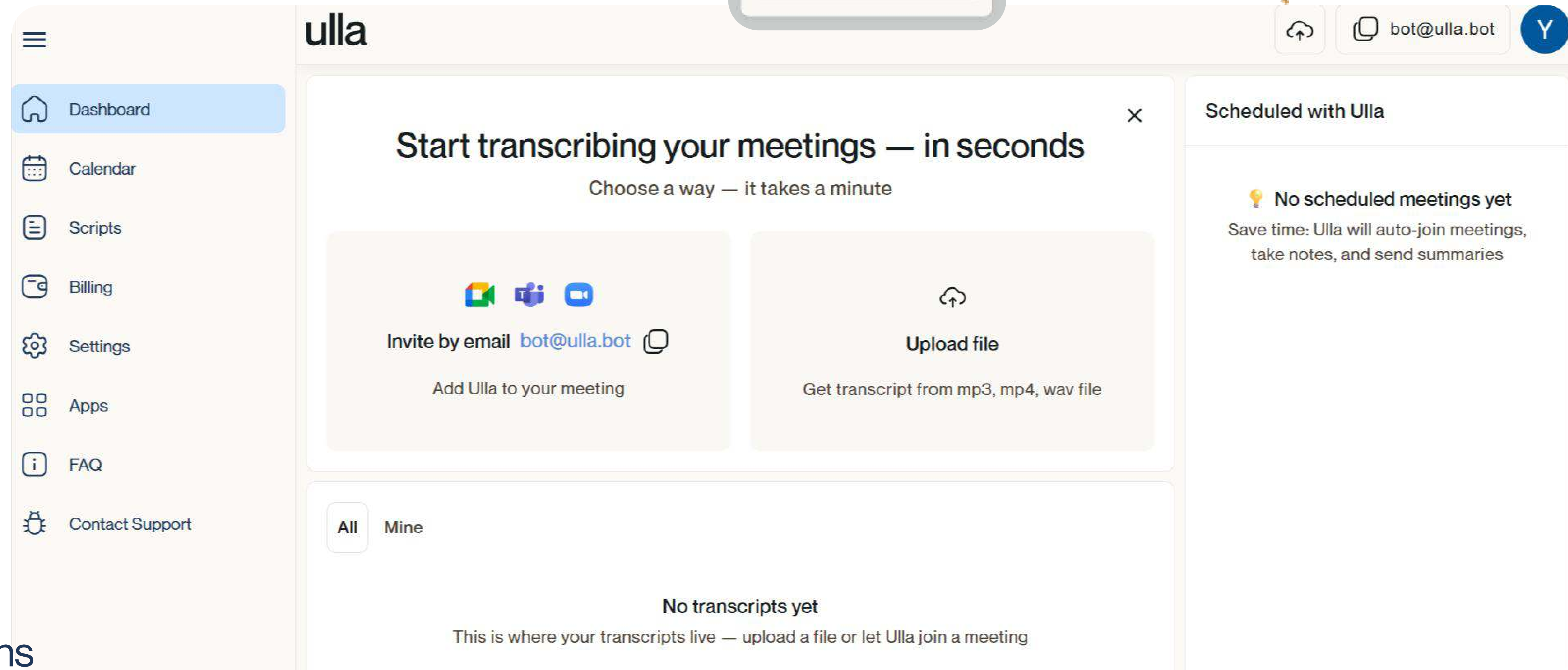
Shows meetings, transcripts, and scripts

How it works:

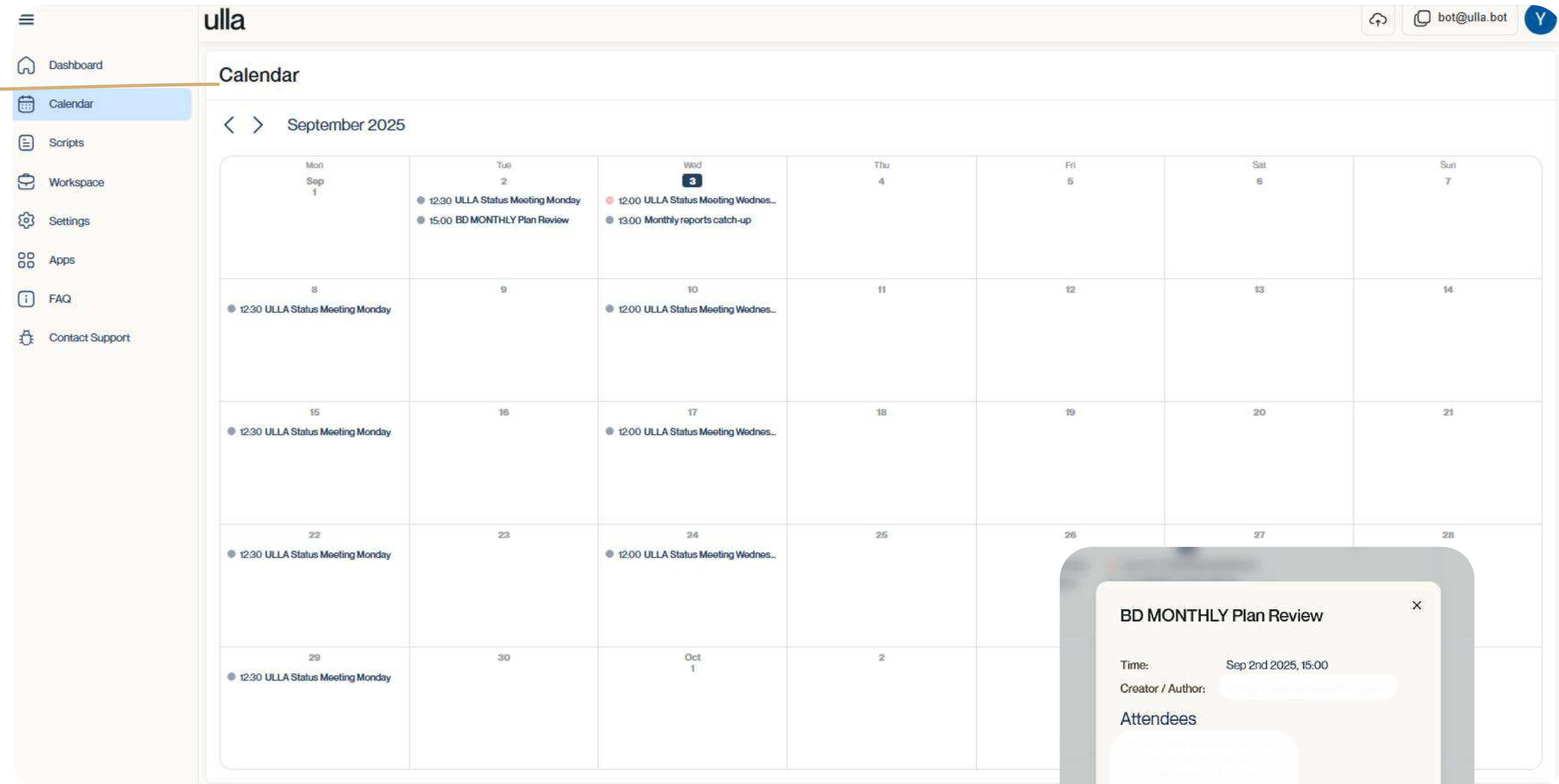
- Left menu → navigation to other sections
- Centre → meetings of the week + transcripts/scripts
- Right panel → scheduled meetings with Ulla

What to do:

- Invite Ulla by email `bot@ulla.bot`
- Or upload file (mp3, mp4, wav)
- Use tabs All / Mine to filter transcripts



Calendar

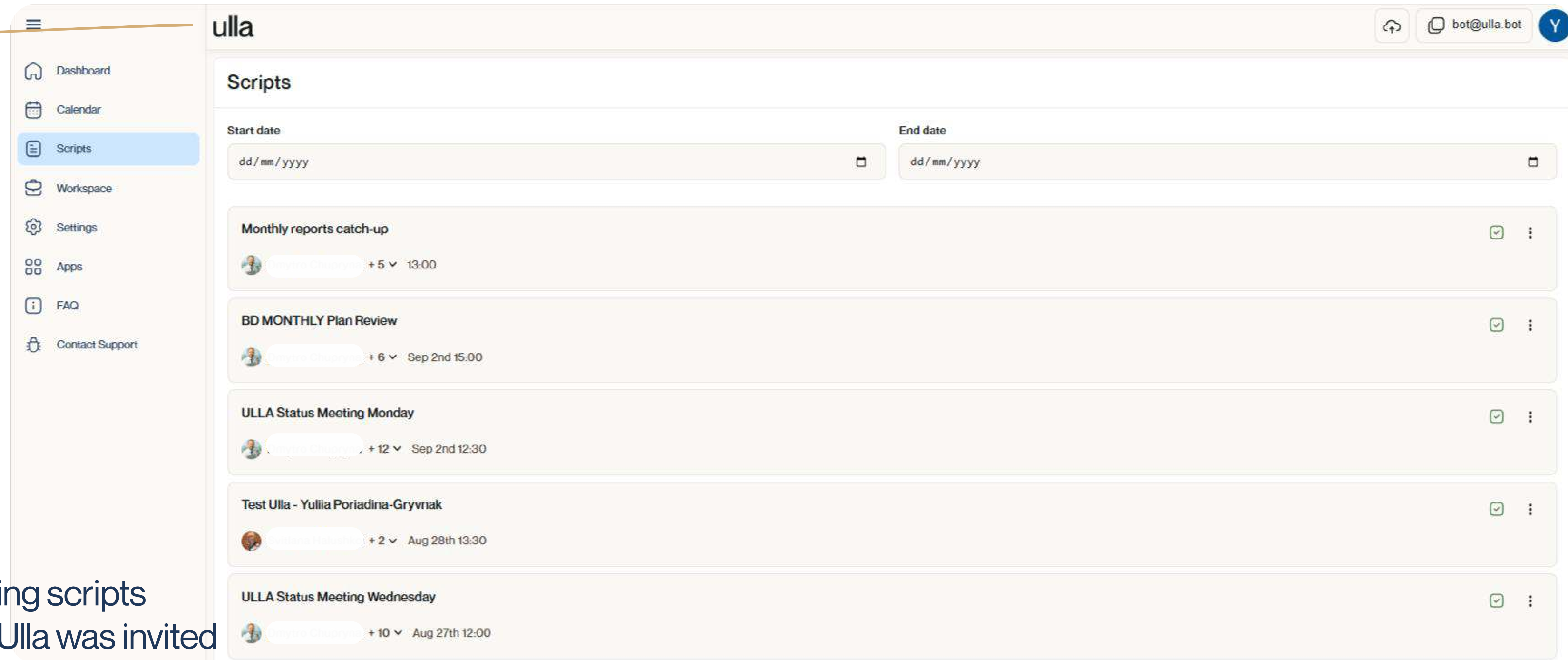


What it is:
Monthly view of meetings with Ulla

How it works:

- Only meetings with Ulla appear here
- Click on a meeting to see details:
 - Date and time
 - Creator
 - Attendees
 - Meeting link


Scripts - Overview



What it is:

Central repository of all meeting scripts
Shows only meetings where Ulla was invited

How it works:

- Filter by start date / end date
- Green checkmark  → transcription is finished
- Click a script → open detailed view

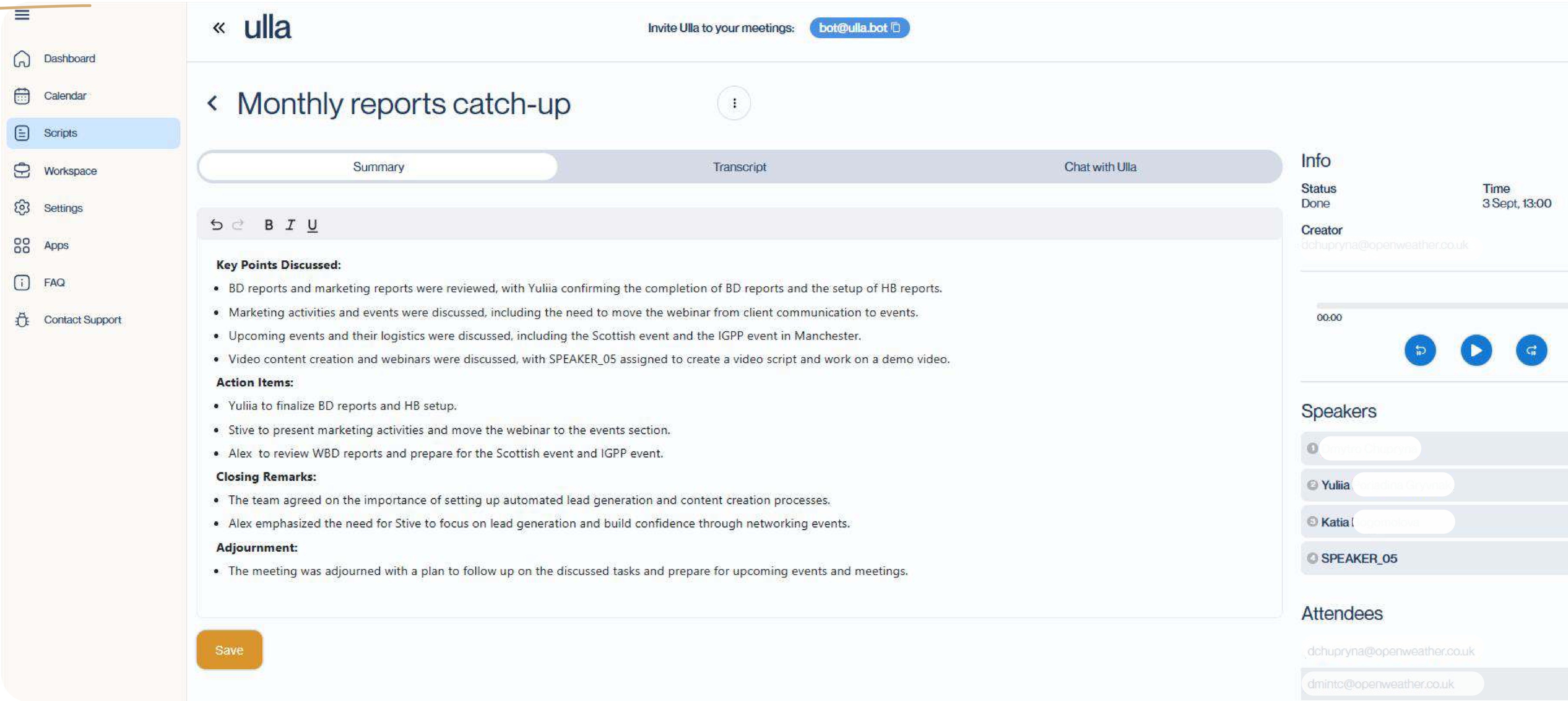
What to do:

Click on a meeting to open its script

Scripts - Summary tab

What it is:
Smart meeting summary

- How it works:**
- Key points, action items, closing notes
 - Text is clear, structured, editable



Scripts - Transcript tab

The screenshot displays the Ulla application interface. On the left is a sidebar with navigation options: Dashboard, Calendar, Scripts (highlighted), Workspace, Settings, Apps, FAQ, and Contact Support. The main area shows a meeting titled 'Monthly reports catch-up' with a 'Transcript' tab selected. The transcript lists speakers and their speech segments with timestamps. On the right, there is an 'Info' panel with meeting details and a 'Speakers' list.

Transcript Content:

Speaker	Timestamp	Text
SPEAKER_05	03:21	Привет, Максим! Мы подготовили...
Dmytro	03:24	Привет, Максим! Мы подготовили...
SPEAKER_05	03:30	Привет, Максим! Мы подготовили...
Dmytro	03:32	Привет, Максим! Мы подготовили...
Yulia	03:53	Привет, Максим! Мы подготовили...
Dmytro	03:56	Привет, Максим! Мы подготовили...
Yulia	04:02	Привет, Максим! Мы подготовили...
Dmytro	04:22	Привет, Максим! Мы подготовили...

Info Panel:

- Status: Done
- Time: 3 Sept, 13:00
- Creator: dchupryna@openweather.co.uk

Speakers:

- Dmytro Chupryna
- Yulia
- SPEAKER_05

Attendees:

- dchupryna@openweather.co.uk
- dmintc@openweather.co.uk
- kbogomolova@openweather.co.uk

What it is:
Full transcript of the meeting

- How it works:**
- Speaker labels and timestamps
 - Edit speaker names
 - Listen to each speech fragment via timestamp

Scripts - Chat with Ulla tab

What it is:

Interactive chat based on transcript

How it works:

- Ask questions about the meeting
- Find who said what
- Get summaries in different formats (standard, bullet points, email-ready, focused)
- Request draft emails
- Ask follow-up questions for more detail

The screenshot displays the Ulla application interface. On the left is a sidebar with navigation options: Dashboard, Calendar, Scripts (highlighted), Workspace, Settings, Apps, FAQ, and Contact Support. The main area is titled 'Monthly reports catch-up' and features three tabs: Summary, Transcript, and Chat with Ulla (which is active). The Transcript tab shows a conversation with Ulla, an AI assistant, who offers to help navigate the meeting transcript and extract insights. Ulla lists capabilities such as identifying action items, summarizing key points, and finding details of discussions. A user input field contains the text: 'Ulla, make me a draft email for colleagues with their tasks.' Below this, Ulla's response is shown, including a draft email subject, greeting, and body text. On the right side, there is an 'Info' panel with status, creator, and a video player. Below the video player is a 'Speakers' list with names like Omyro Chupryna, Yulia Poradina Grynski, and Kasia Bogomolova. At the bottom right, there is an 'Attendees' section.

Scripts - Info panel

What it is:
Side panel with meeting details

- How it works:**
- Status, date, creator
 - Audio player: listen to the whole meeting, rewind/forward 10 sec
 - Speakers: view and edit names
 - Attendees: full invited list
 - Attachments: download audio or video, or watch video recording directly

Dashboard

Calendar

Scripts

Workspace

Settings

Apps

FAQ

Contact Support

<

Monthly reports catch-up

Summary

Transcript

Ch...

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Key Points Discussed:

- BD reports and marketing reports were reviewed, with Yulia Poriadina Gryvnak confirming the completion of BD reports and the setup of HubSpot reports.
- Marketing activities and events were discussed, including the need to move the webinar from client communication to events.
- Upcoming events and their logistics were discussed, including the Scottish event and the IGPP event in Manchester.
- A meeting with a LinkedIn lead named Jeanne was scheduled, with Dmytro Chupryna and SPEAKER_05 planning the presentation.
- Video content creation and webinars were discussed, with SPEAKER_05 assigned to create a video script and work on a demo video.
- Tools for email and LinkedIn outreach were discussed, including Voloxy and Instantly, with SPEAKER_05 tasked to evaluate the best options and prepare a co...
- Upcoming AI conference and the need for business cards were discussed, with SPEAKER_05 assigned to follow up with Katia for business cards and event re...

Action Items:

- Yulia Poriadina Gryvnak to finalize BD reports and HubSpot setup.
- Katia Bogomolova to present marketing activities and move the webinar to the events section.
- Dmytro Chupryna to review WBD reports and prepare for the Scottish event and IGPP event.
- SPEAKER_05 to prepare for the LinkedIn meeting with Jeanne, including the first two slides of the presentation.
- SPEAKER_05 to create a video script and work on a demo video.
- SPEAKER_05 to evaluate and prepare a cost analysis for Voloxy and Instantly.
- SPEAKER_05 to follow up with Katia for business cards and register for the AI conference.

Closing Remarks:

- The team agreed on the importance of setting up automated lead generation and content creation processes.
- Dmytro Chupryna emphasized the need for SPEAKER_05 to focus on lead generation and build confidence through networking events.

Adjournment:

- The meeting was adjourned with a plan to follow up on the discussed tasks and prepare for upcoming events and meetings.

Save

Info

Status

Done

Time

3 Sept, 13:00

Creator

dchupryna@openweather.co.uk

00:00

34:11

Speakers

1

Dmytro Chupryna

2

Yulia Poriadina Gryvnak

3

Katia Bogomolova

4

SPEAKER_05

Attendees

dchupryna@openweather.co.uk

dminic@openweather.co.uk

kbogomolova@openweather.co.uk

opankratov@openweather.co.uk

ullahebot@openweather.co.uk

ypgryvnak@openweather.co.uk

Attachments

🔊

Audio recording

📺

Screen recording

Workspace (Professional plan only, admin only)

What it is:

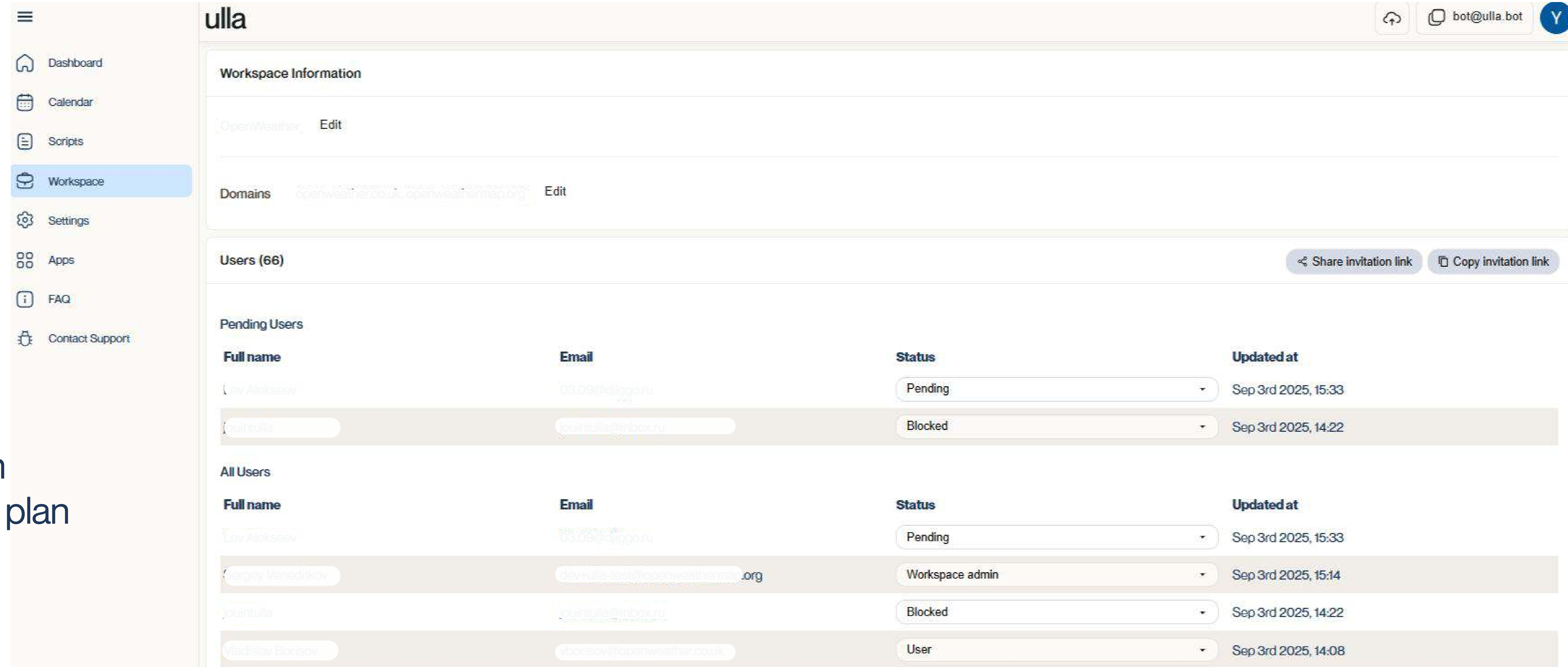
Admin panel for your organisation
Available only on the Professional plan

How it works:

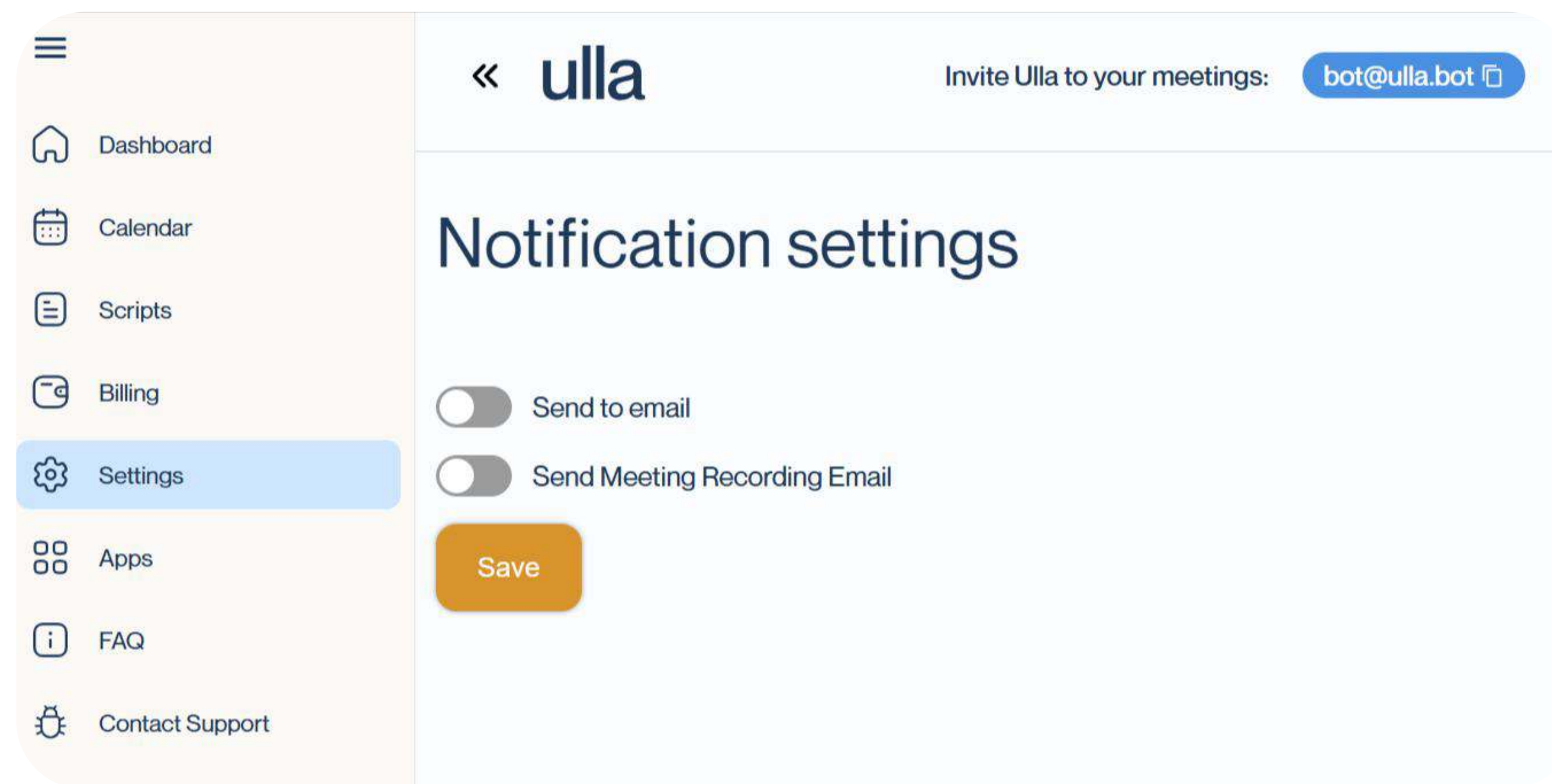
- Manage users
- User statuses: Pending – awaiting approval, User – active user, Workspace admin – administrator rights, Blocked – access denied

What to do:

- As an admin:
 - Invite users via the invitation link
 - Approve or block requests
 - Assign roles (User / Admin)



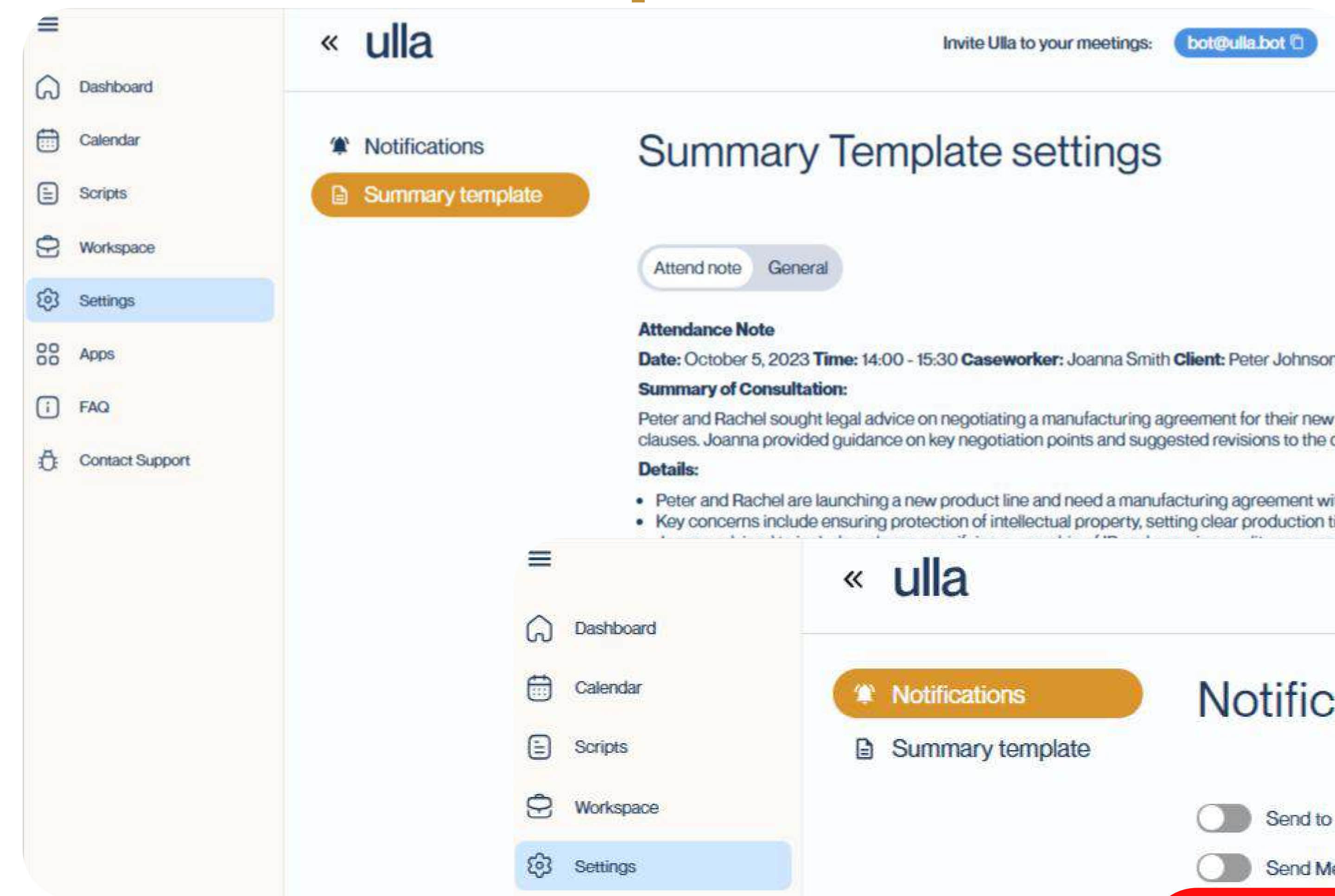
Settings (Personal and Professional plans)



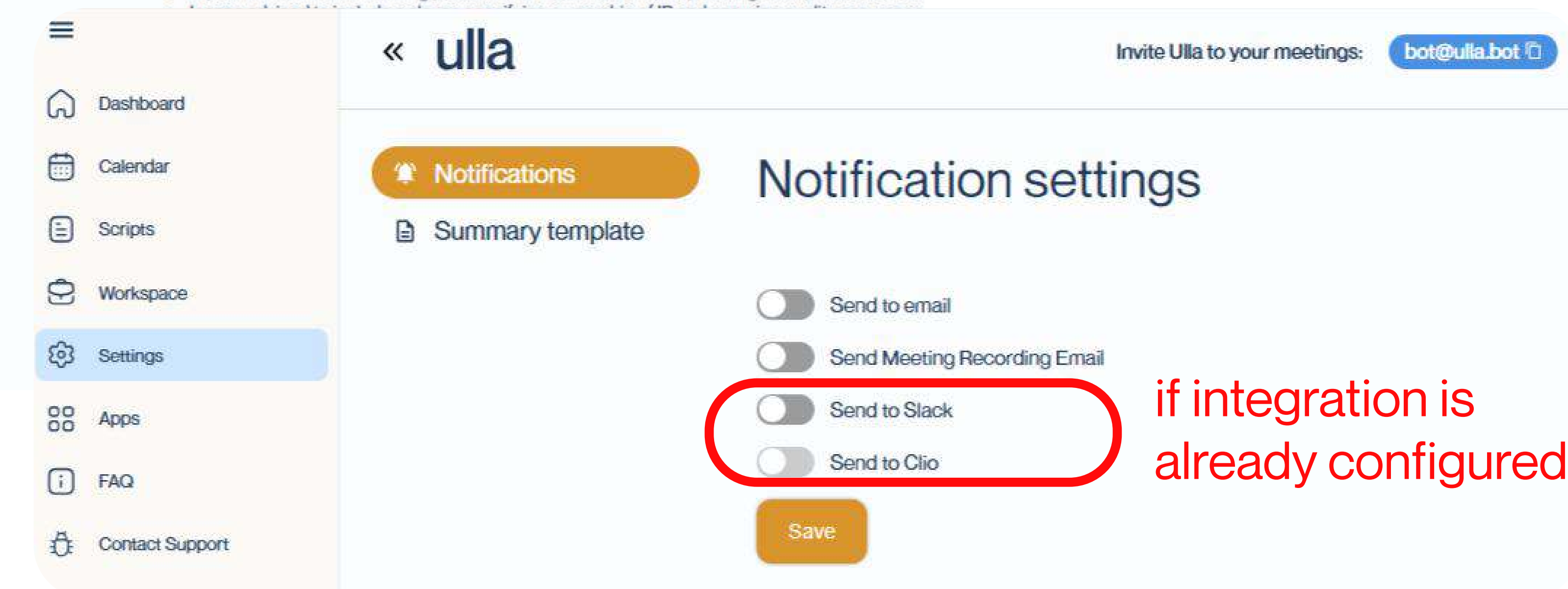
What it is:

Personal - notification options

Professional - Organisation-level settings for teams



additional for
Professional



if integration is
already configured

How it works:

- Notification settings:
 - *Send to email* - meeting notes go to your inbox
 - *Send Meeting Recording Email* - informs participants that the meeting will be recorded

How it works:

- Admins manage notifications and templates for all users in the workspace
- Notification settings:
 - *Email delivery, Recording notifications to participants, Send notes to Slack, Send notes to Clio CRM*
- Summary templates:
 - Admins define the template format (General or Attendance Note) for meeting notes

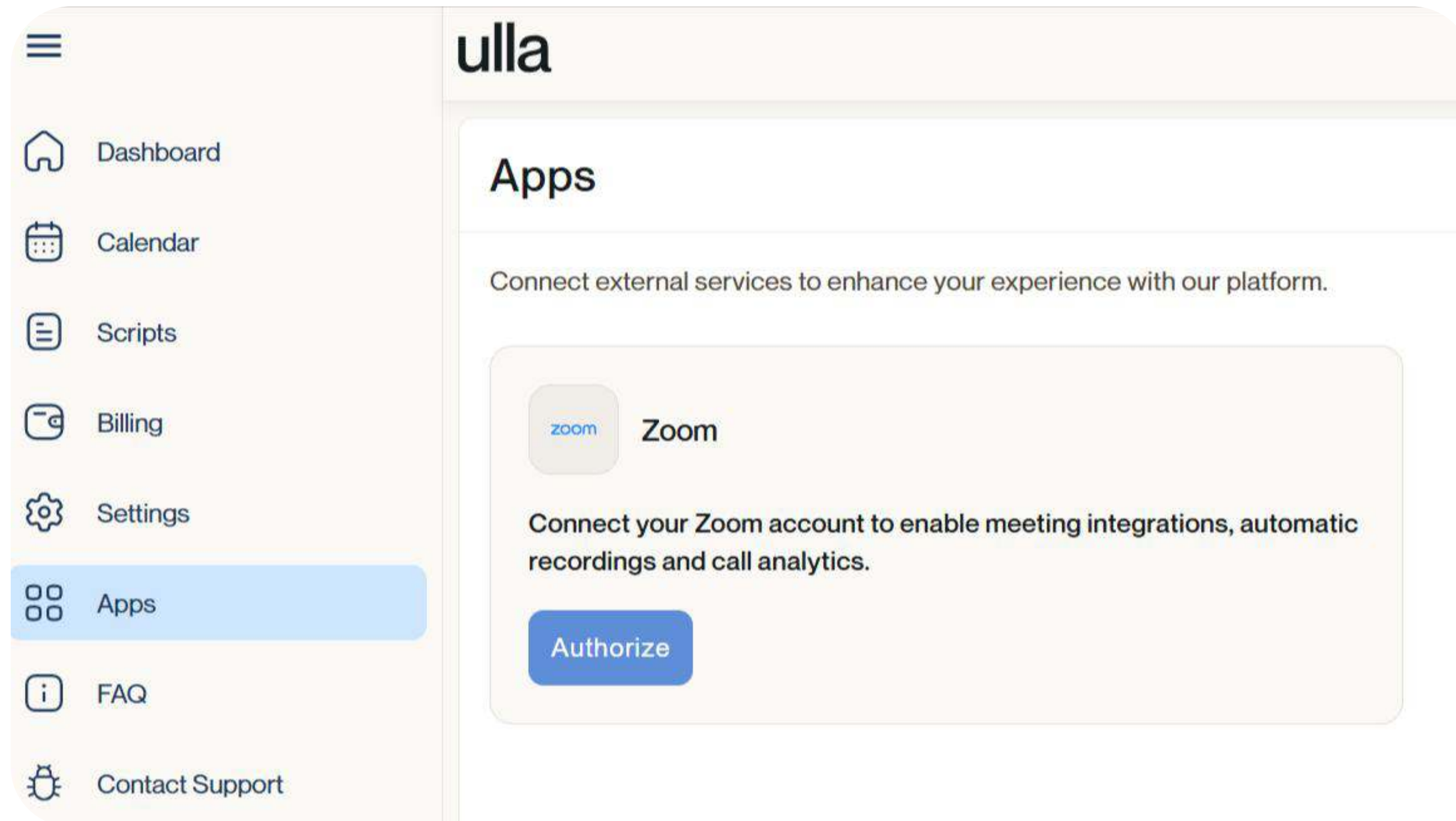
What to do:

Admins set up defaults for the whole organisation
Users follow the organisation's chosen settings

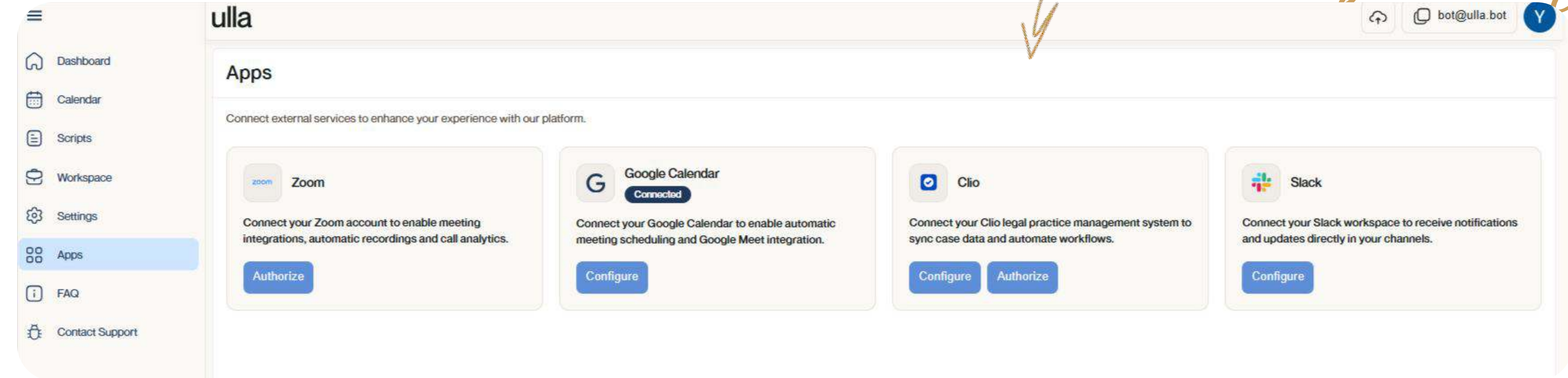
What to do:

Toggle the notifications you need and click
Save

Apps (Personal and Professional plans)



Personal



additional for Professional

What it is:

Personal - Integration settings for personal use.

Professional - Extended integration options for team collaboration

How it works:

Google and Microsoft integrations work by default (just invite Ulla). For Zoom, a quick integration is required

What to do:

If you use Zoom, click Authorise to connect your account

How it works:

Options include Zoom, Google Calendar, Clio, Slack (*Google and Microsoft integrations work by default (just invite Ulla)*)

What to do:

Select Authorise or Configure (*users with Workspace access and higher*) for the service you want to connect

Zoom Integration

What it is:

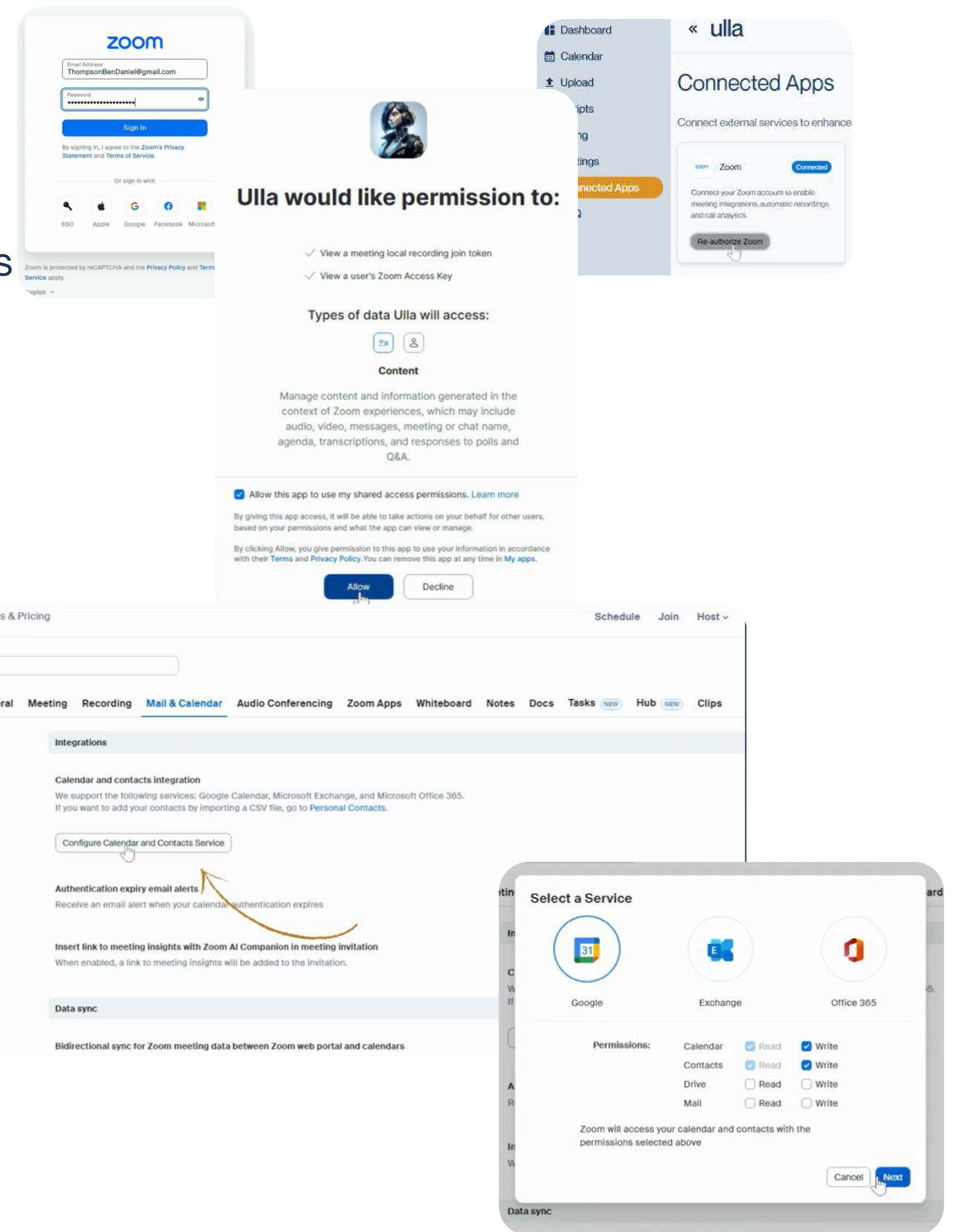
Connect Ulla with Zoom for automatic joining, recording, and smart summaries

How it works:

1. Go to Apps → Zoom → Authorise.
 - You'll be redirected to Zoom. Tick *Allow this app to use my shared access permissions* and click **Allow**.
2. In Zoom, schedule a meeting.
 - Add bot@ulla.bot as an attendee.
3. Make sure Zoom is connected with Calendar.
 - Zoom → Settings → Profile → Connected Apps → Connect Google Calendar → Allow.

What to do:

Send the invite at least 10 minutes before the meeting
Ulla will join automatically



Change Speakers

What it is:

Two ways to manage and rename speakers for accurate transcripts and summaries

How it works:

1. Transcript tab

Click on a speaker's name → listen to the speech fragment → assign the correct name → press the ✓ icon to save changes

2. Speakers tab

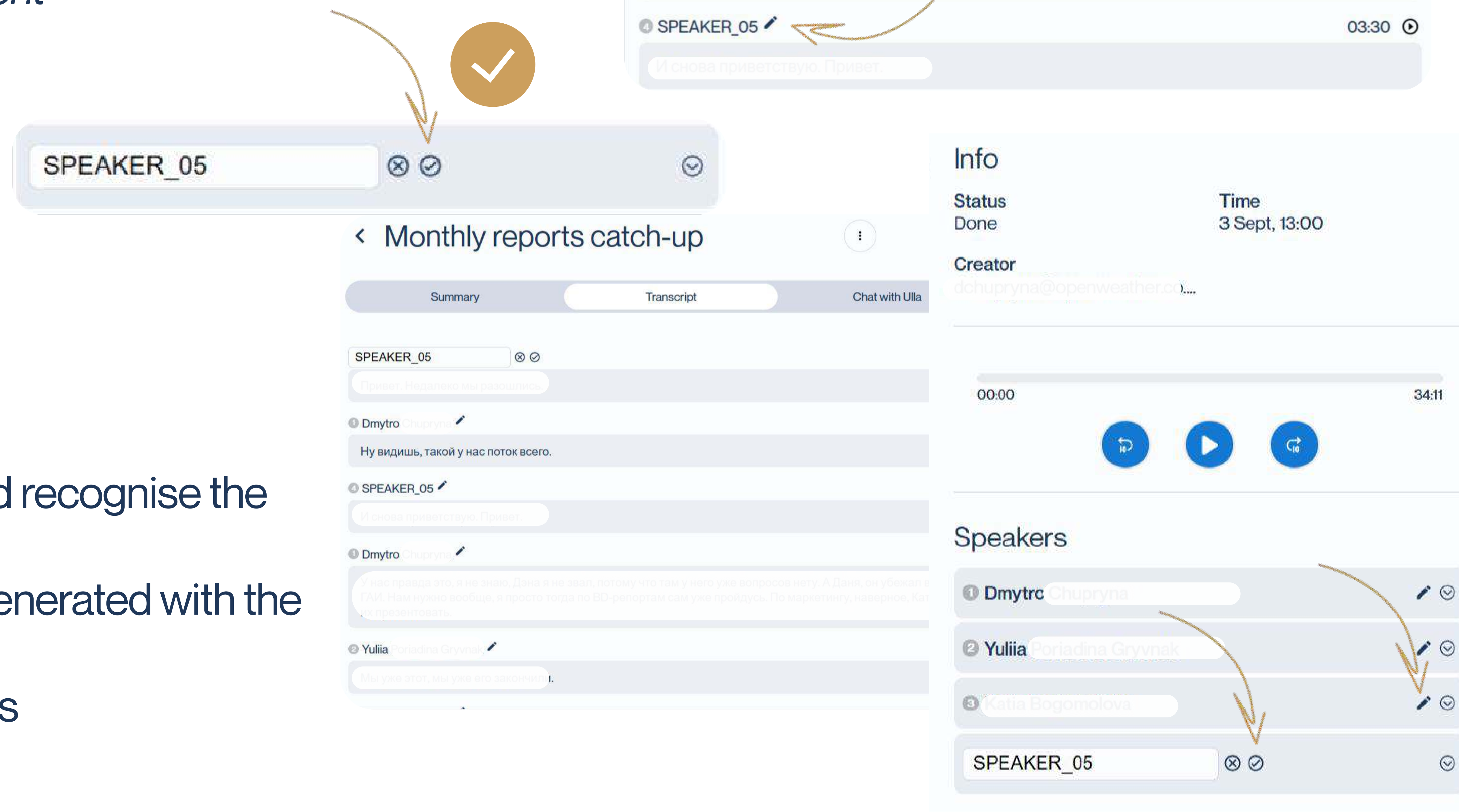
See all detected speakers in one list → rename them directly → press the ✓ icon to save changes

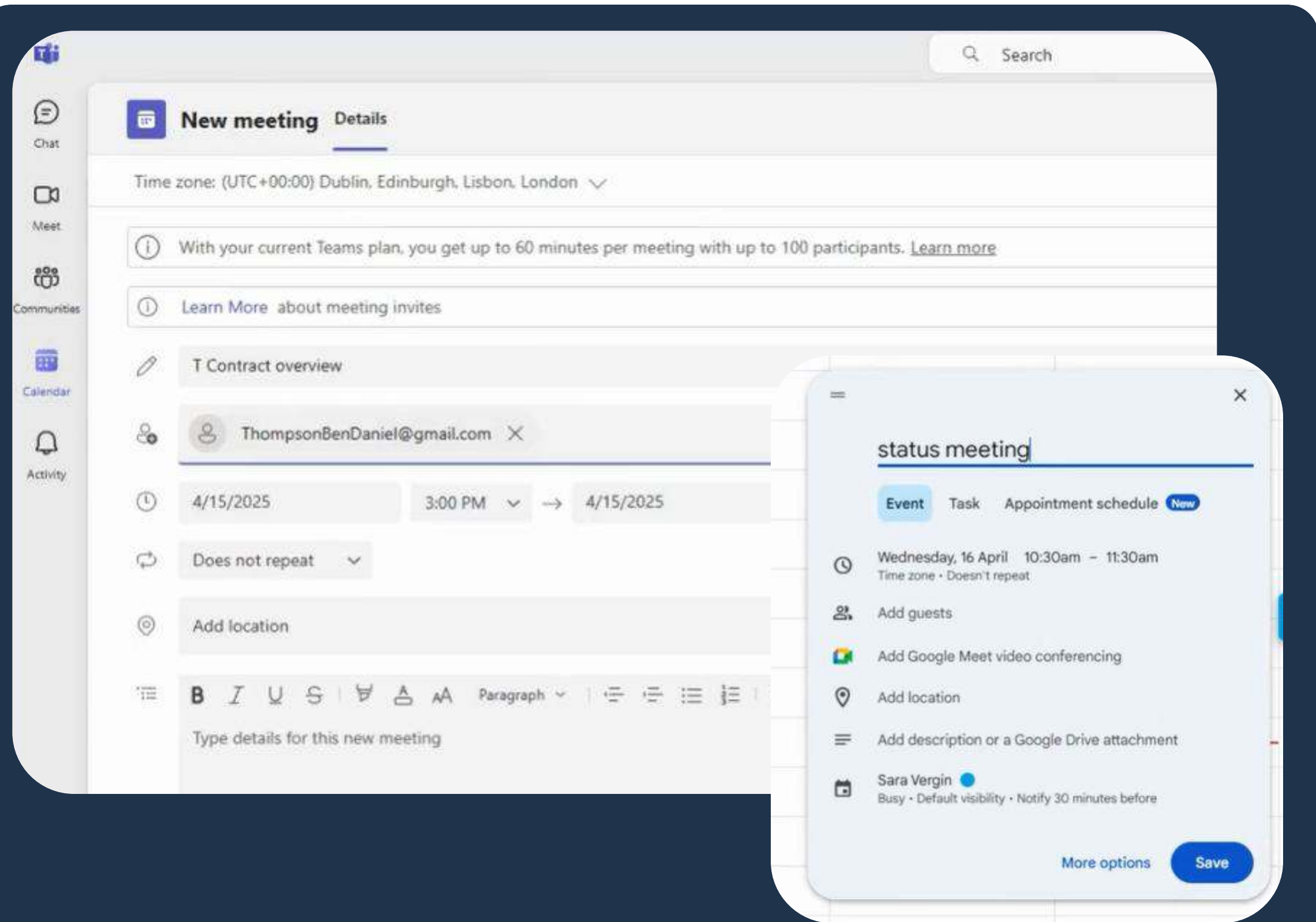
What happens next:

- Voice recognition - Ulla will remember the voice and recognise the speaker in future meetings.
- Updated content - transcript and summary are regenerated with the correct names.
- Only the meeting organiser can edit speaker names

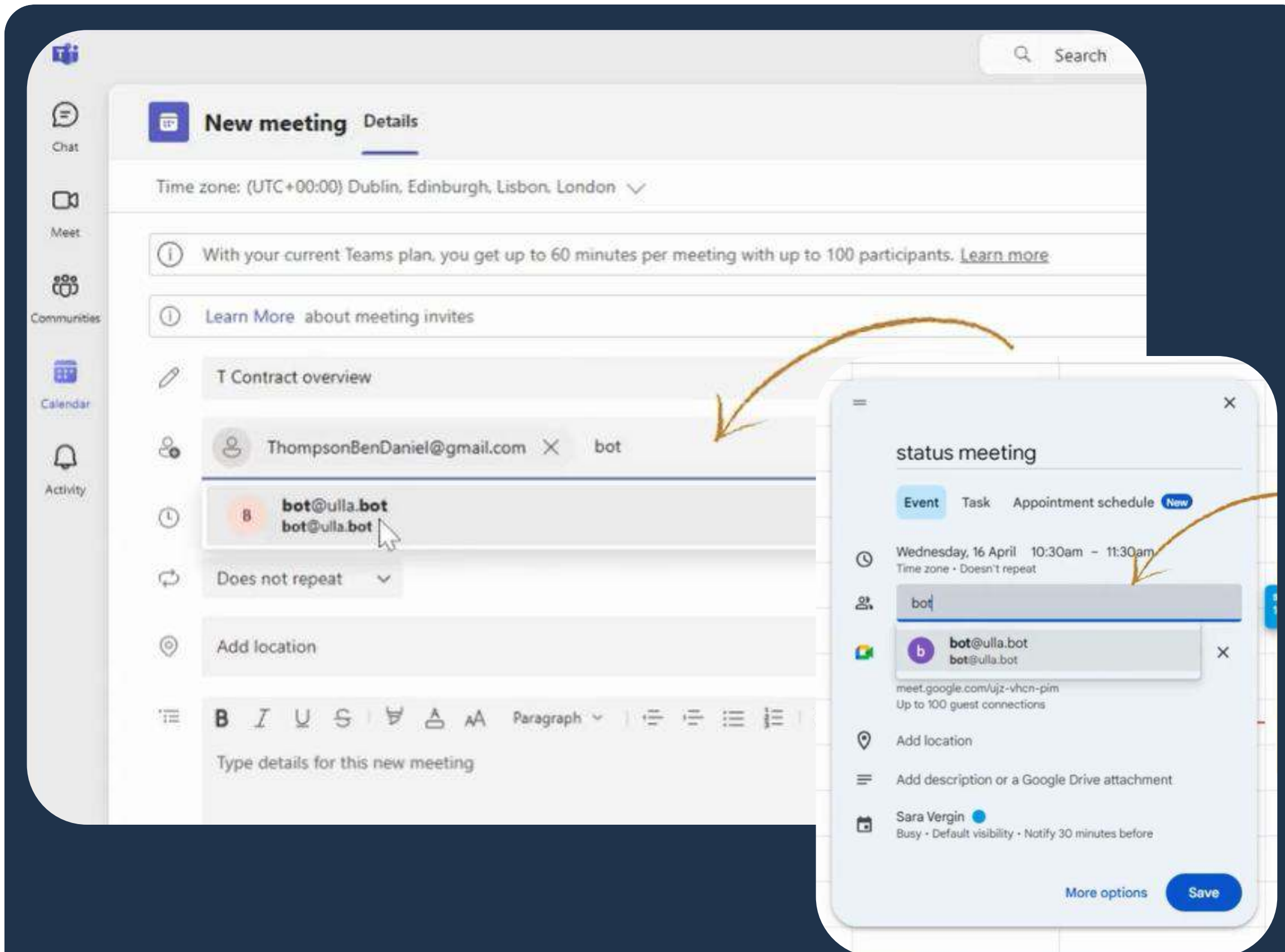
Why it matters:

Correct speaker names are essential for Ulla's accurate functioning and for using other Ulla products effectively.

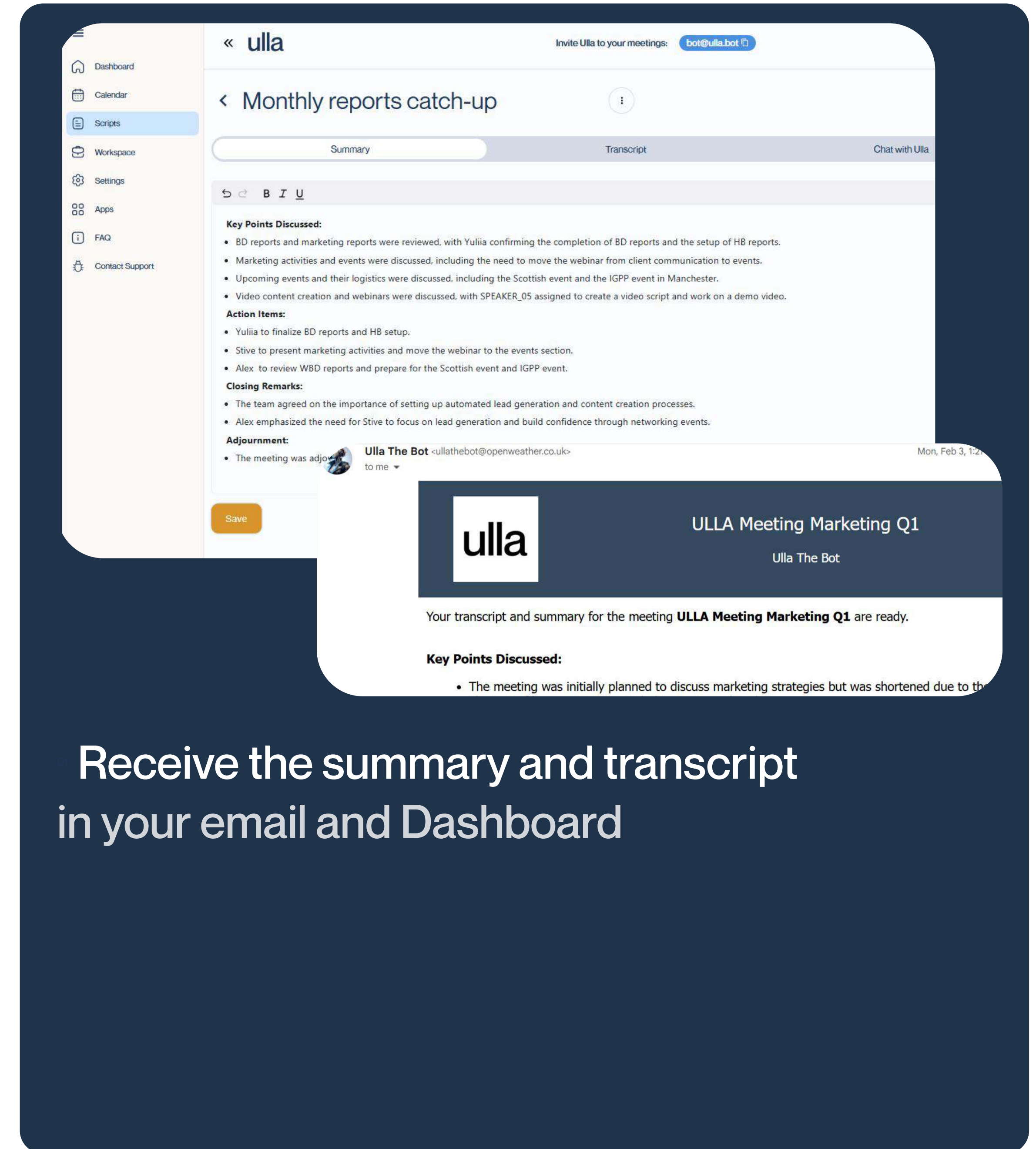




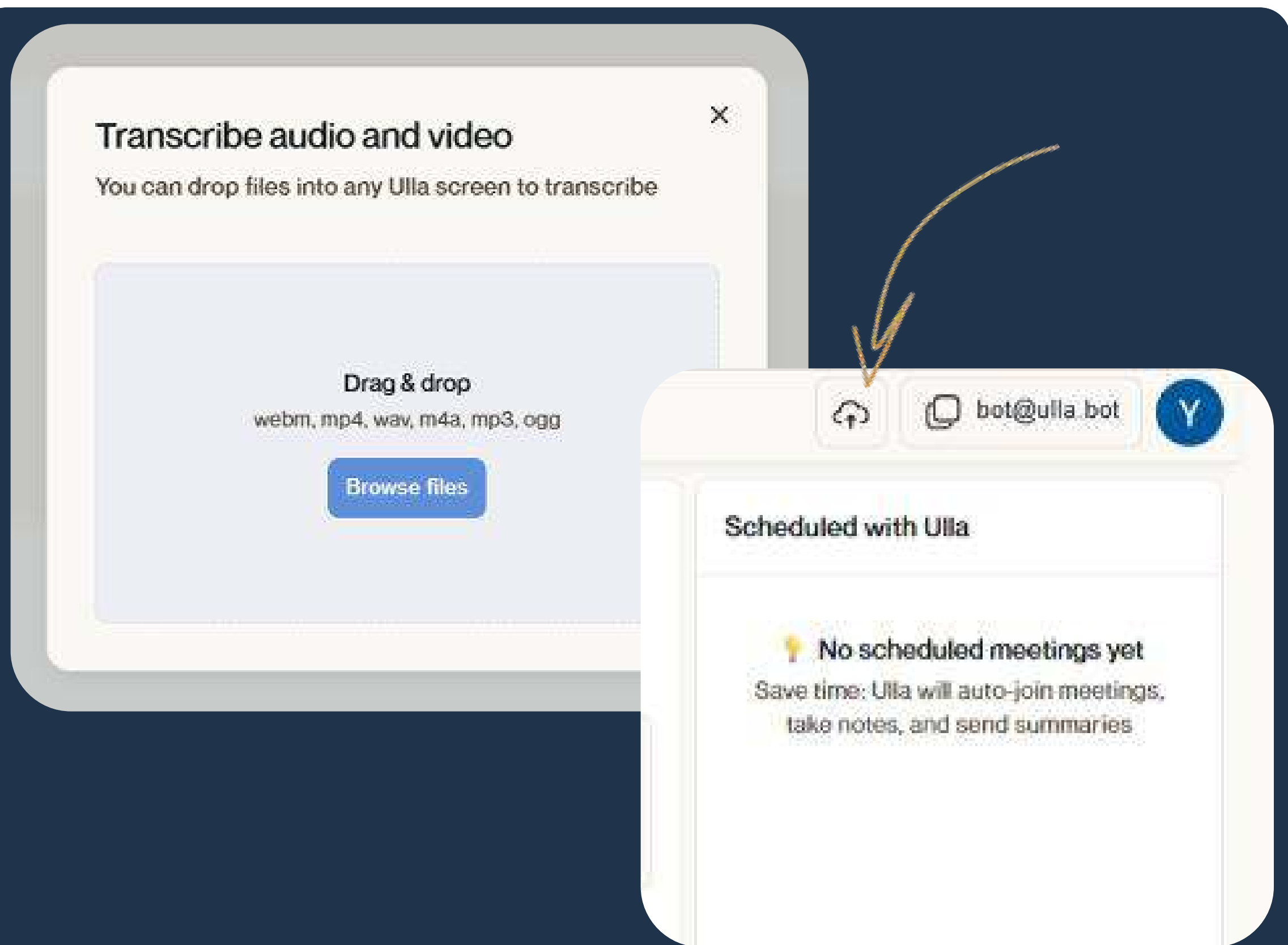
Schedule your meeting in Calendar
(Google, Zoom, Teams)



Add Ulla as a participant using
bot@ulla.bot

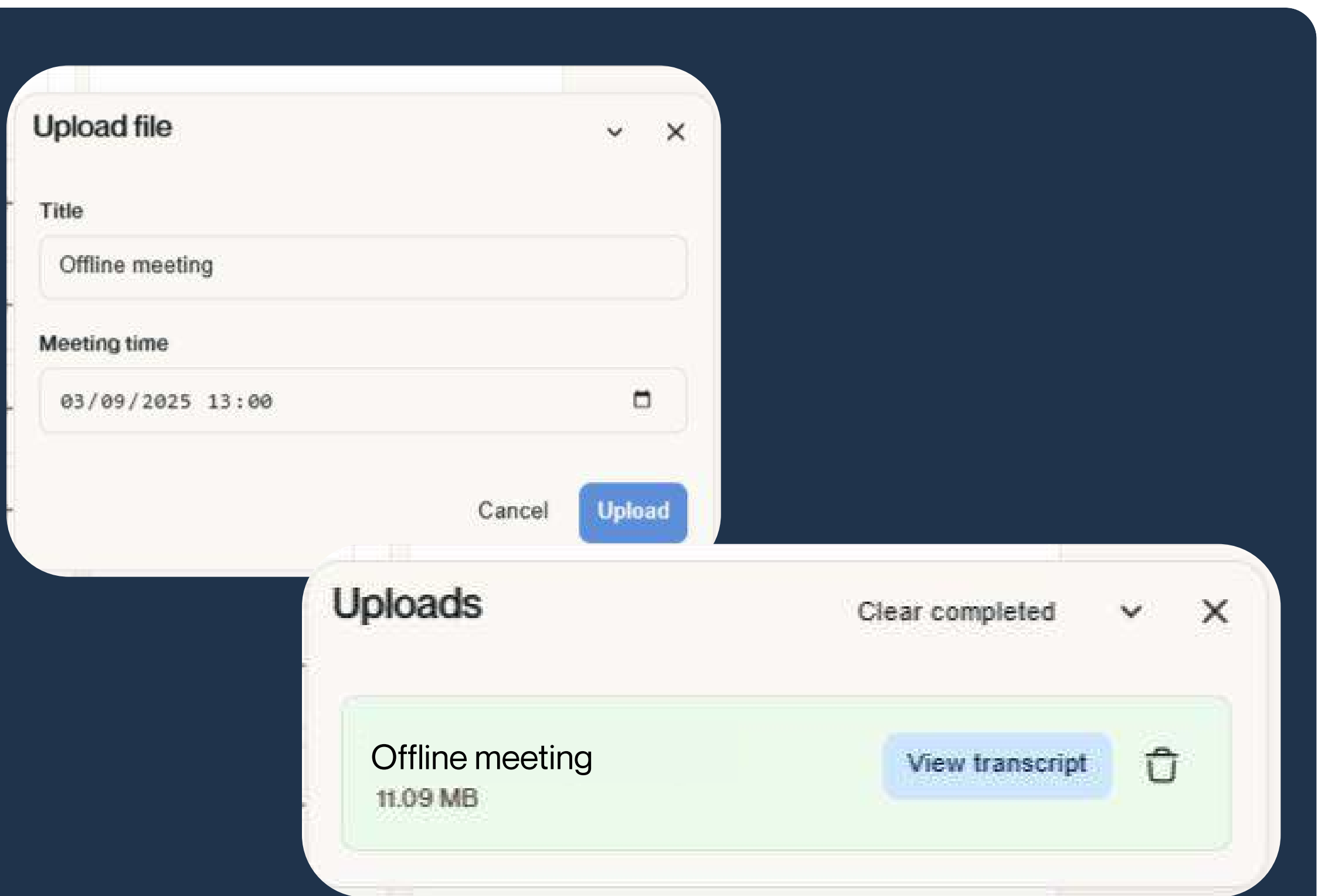


Receive the summary and transcript
in your email and Dashboard

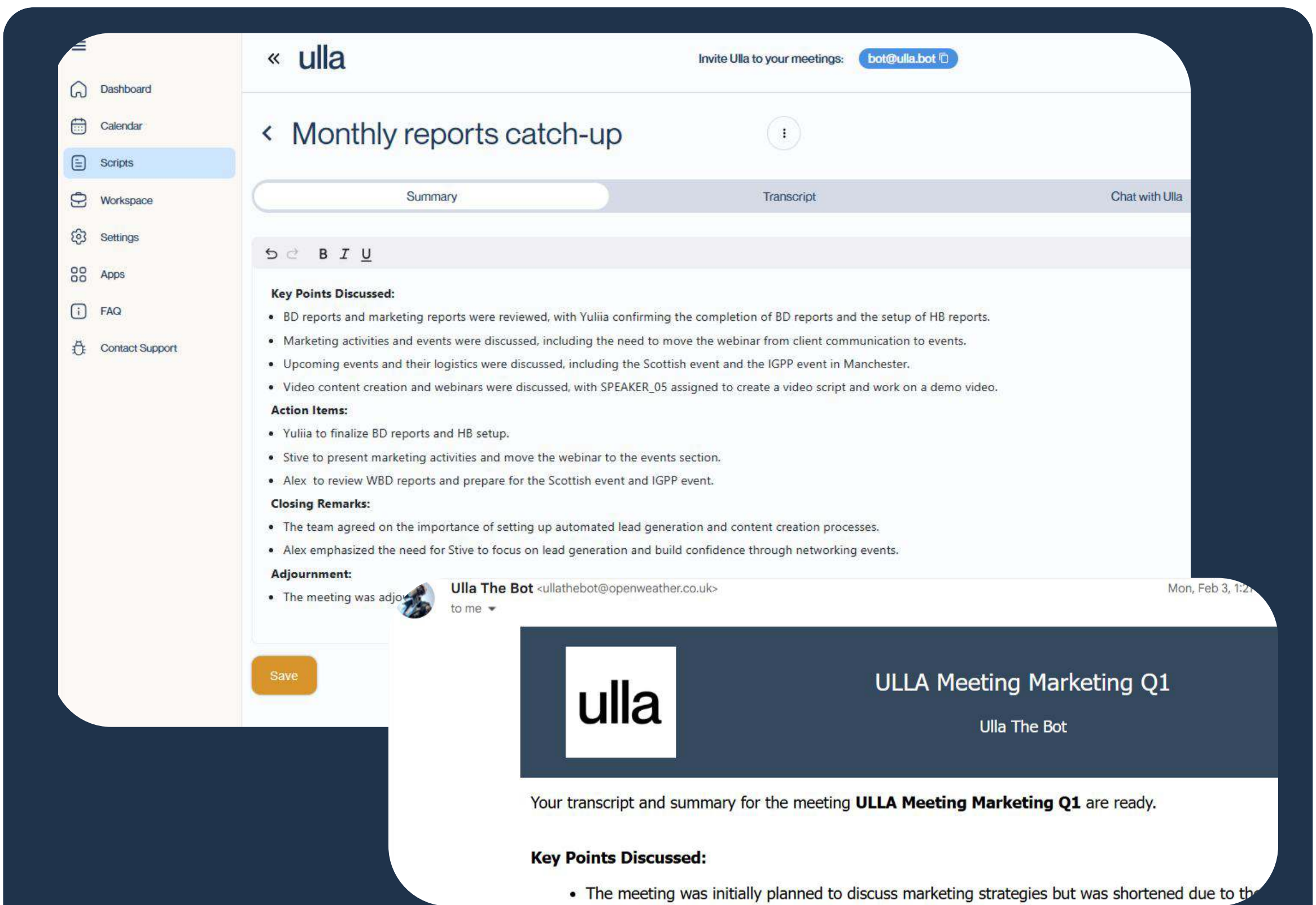


Upload audio or video files
to the Dashboard

- *Edit the meeting name.*
- *Add date and time for the meeting.*



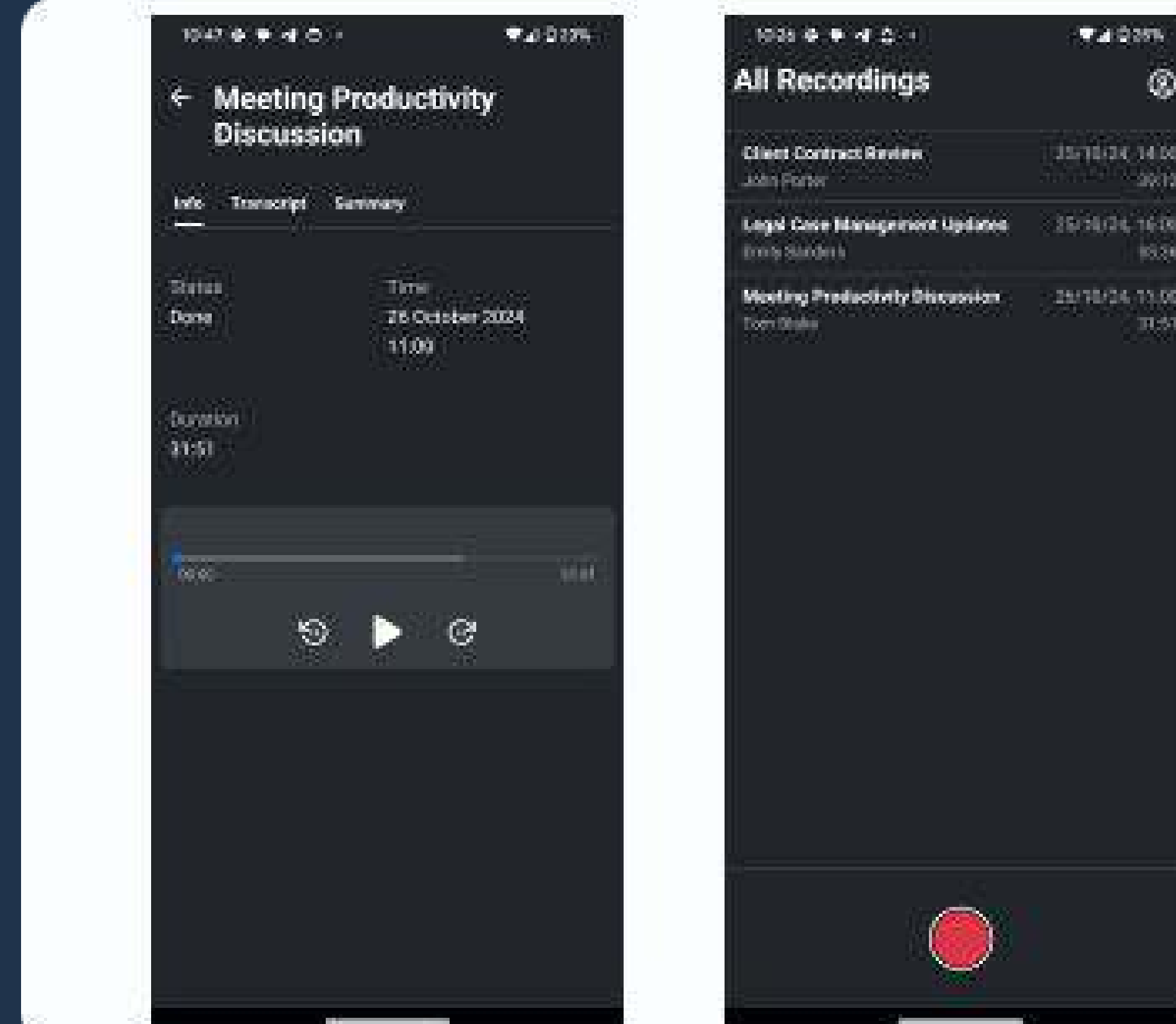
Ulla processes and summarises
the meeting



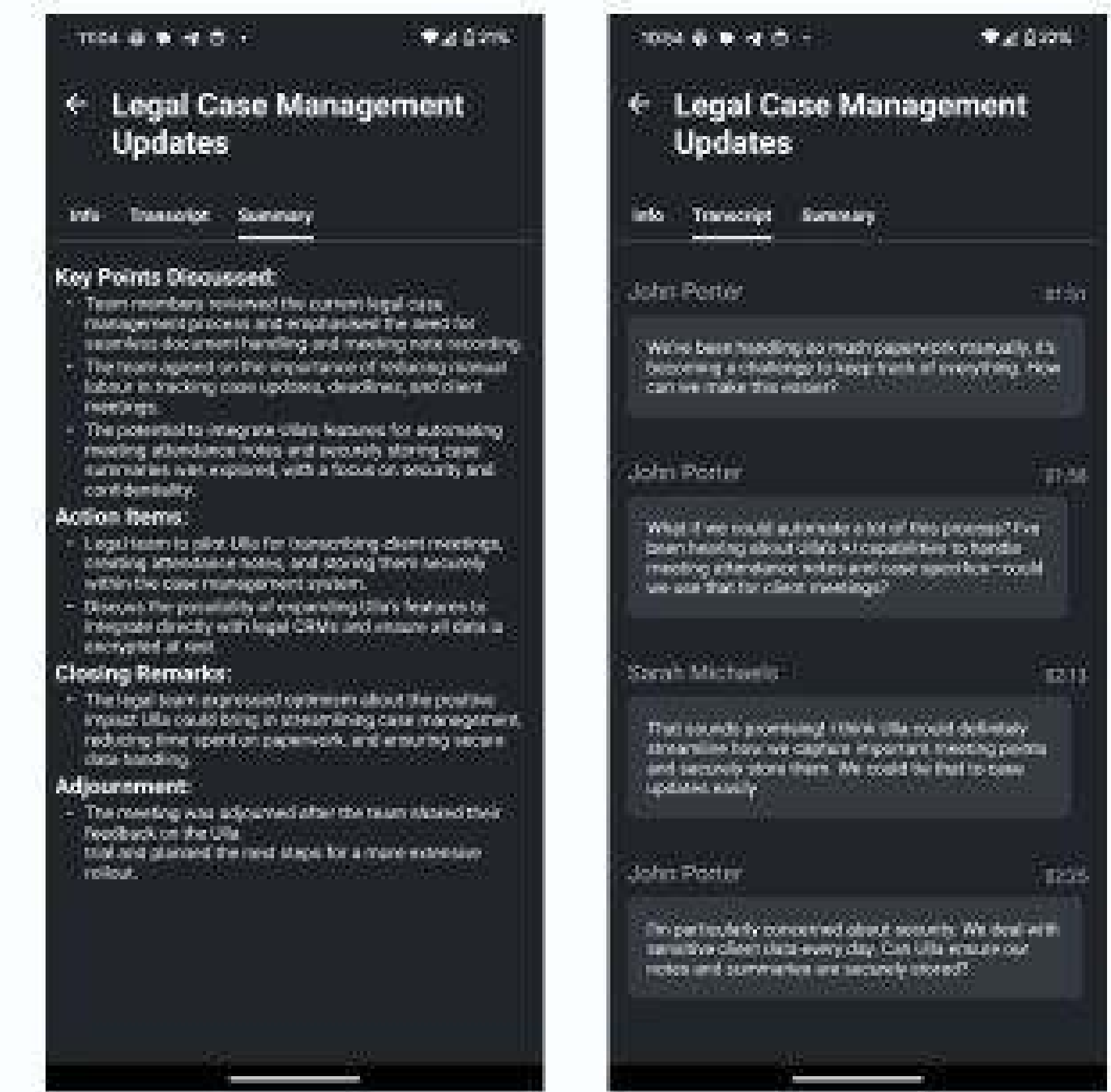
Access the results
in the Scripts tab and your email



Download the app
from the Apple Store or Google Market



Use the app as a voice recorder
for meetings



Results are automatically uploaded
to your Dashboard

Security First



Local installation option for maximum control

No third-party AI → zero external data exposure

Data never shared, monetised, or analysed outside your organisation

Compliance & Privacy:

🛡️ Meets GDPR, HIPAA, SOC 2 & industry standards

🔒 Enterprise-grade encryption at rest & in transit

🔍 Audit logs & strict access controls

🗄️ Full user control over data access & storage