

Transcribe your meetings without sending them to the cloud

Meetily is a free, open-source meeting notetaker that runs entirely on your own computer. This guide takes you from download to your first transcript.

WHAT IT IS

A meeting notetaker that never leaves your laptop

Meetily listens to your microphone and to the audio coming out of your speakers, writes a transcript while people are still talking, and produces a summary when you stop. All of it happens on your own machine. Nothing is uploaded, no bot joins the call, no account is needed. Free and open source under the MIT licence.

WHAT IT DOES

Records, transcribes, summarises — all offline

- Live transcript as the meeting runs, using Whisper or Parakeet speech models on your own hardware
- Written summary generated the moment you stop recording
- Captures both sides of a call: your microphone plus the system audio from Zoom, Teams, Meet, Webex or Slack
- Imports audio files you already have and transcribes them after the fact
- Recordings, transcripts and summaries all stored locally on your device

WHAT IT REPLACES

A monthly per-seat subscription and a stranger in your call

Cloud notetakers charge a fee per person every month and send a bot into the meeting, so your recording ends up on somebody else's server. Meetily's Community Edition costs nothing and keeps everything on your machine — which matters if you handle client work, health data, or anything covered by GDPR. A paid Pro tier at \$10 per user per month adds speaker identification and PDF/DOCX export, but the free version already does transcription and summaries.

BEFORE YOU START

Check your computer can run it

There is nothing to install first — no Homebrew, no Python, no Docker, no server. One installer, and you are done. But the hardware requirements are strict on Mac.

	MACOS	WINDOWS
Version	macOS 11 (Big Sur) or later	Windows 10 or later
Processor	Apple Silicon only (M1-M4)	64-bit (x64)
Memory	8 GB minimum, 16 GB better	8 GB minimum, 16 GB better
Free space	2 GB	2 GB

- **To check on a Mac:** click the Apple logo (top-left of your screen) → **About This Mac**. Look at the line marked **Chip**. If it says Apple M1, M2, M3 or M4, you are fine. If it says **Intel**, there is no ready-made version for you — stop here.
- **To check on Windows:** press the **Windows key**, type "About your PC", press Enter. **System type** should say 64-bit, and **Edition** should say Windows 10 or 11.

STEP 1

Download the installer

1 Go to meetily.ai/downloads and click Download under the Community card

The site detects whether you are on Mac or Windows. Community is the free open-source version — that is the one you want.

2 Or download straight from GitHub

github.com/Zackriya-Solutions/meetily/releases — take the newest release at the top. Mac: the file ending in **aarch64.dmg**. Windows: the file ending in **x64-setup.exe**. At the time of writing that is version 0.4.0; the numbers in the filename change with each release.

STEP 2

Install it

1 Mac: open the .dmg file, drag Meetily into your Applications folder, then open it from Applications

Opening it from the mounted disk image instead of Applications causes problems later. Drag it across first.

2 **Mac: if macOS says the app "cannot be opened because it is from an unidentified developer"**

Normal for any app not sold through the App Store. Press **⌘ + Space**, type "Terminal", press Enter. A plain black-and-white text window opens — this is expected. Paste the line below and press Enter, then open Meetily again.

```
xattr -c /Applications/meetily.app
```

3 **Windows: run the .exe and follow the wizard**

If a blue box appears saying Windows protected your PC, click **More info** → **Run anyway**. If the installer refuses to start at all, right-click the downloaded file → **Properties** → tick **Unblock** → **OK**, then run it again.

STEP 3

Let it download its AI models on first launch

The first time you open Meetily it walks you through a short setup and downloads two things: the transcription engine and the summary engine. These are the AI models that do the work on your machine, which is why they are large.

1 **Leave it running until both downloads finish**

This takes several minutes and a couple of gigabytes. A progress bar that seems frozen for a while is normal — wait it out. The app will not let you record until this is done.

2 **This is the only step that needs internet**

Once the models are on your machine, Meetily works with the wifi switched off.

STEP 4

Give it permission to hear the call

On a Mac, Meetily needs two separate permissions. Granting only the first is the most common reason people end up with a transcript containing only their own voice.

PERMISSION	WHAT IT CAPTURES
Microphone	Your own voice
Screen Recording	Everyone else's voice

Screen Recording sounds wrong, but it is the permission Apple uses for any app that captures audio from other apps. Meetily is not recording your screen.

1 **Mac: System Settings → Privacy & Security → Microphone → switch Meetily on**

Then go back and repeat under **Privacy & Security → Screen Recording**. You may be asked to quit and reopen Meetily — do it.

2 **Windows: Settings → Privacy & security → Microphone**

Make sure both microphone access and "Let desktop apps access your microphone" are switched on.

STEP 5

Record your first meeting

1 **Start your call as you normally would, in Zoom, Teams, Meet or anything else**

There is no bot to invite and no link to paste. Meetily sits outside the call and listens to your computer.

2 **Open Meetily and select both your microphone and system audio**

Both, not one. System audio is the other participants.

3 **Click Record**

Text starts appearing within a few seconds of someone speaking. Early lines sometimes correct themselves as more context arrives.

4 **Click Stop when the meeting ends, and the summary is written for you**

The transcript and summary are saved on your machine and stay there. That's it.

GOOD TO KNOW

Summaries run on the built-in local model by default. You can also point Meetily at Ollama (also local), or at Claude, OpenAI, Groq or OpenRouter using your own API key — but that last option sends your transcript text to that company, so leave it off for anything confidential. If you do use a key, it is yours alone: never paste it into a public post, a comment or a chat.

Closing the window puts Meetily in the system tray rather than quitting it. And recording people is a legal question, not a technical one — in Norway and across the EU, tell the other participants you are recording before you press the button.