AI note taker for Microsoft Teams: Copilot, bots and no-bot options

Gabriel Jourdan, product lead at Goodmeet · Published November 25, 2026 · Updated November 25, 2026 · https://goodmeet.com/guides/ai-note-taker-for-microsoft-teams

Quick answer

You have three kinds of AI note taker for Teams. Microsoft's Copilot and intelligent recap work inside Teams but need paid licenses and a transcript. Bots like Otter, Fireflies and Fathom join the call as a participant, and Teams may hold them in the lobby. A no-bot app such as Goodmeet runs on your own computer and takes notes from what you hear.

Which AI note taker for Teams should you use?

It depends on who pays for Teams and what your IT team allows. If your organization already has Microsoft 365 Copilot, start there. If it doesn't, or you join other organizations' calls, a bot or a no-bot app fills the gap. Teams holds detected bots in the lobby by default, so a bot may need someone to let it in every time.

Option · What you need · Joins the call? · Free option

- Copilot in Teams · A Microsoft 365 Copilot license · No, built in · No
- Intelligent recap · A Teams Premium or Microsoft 365 Copilot license, with transcription on · No, built in · No
- Otter · An Otter account; anonymous joining allowed in Teams · Yes, as an anonymous guest · 300 minutes a month
- Fireflies · A Fireflies account; anonymous joining allowed in Teams · Yes, as a guest · Yes, with 400 minutes of storage
- Fathom · A Fathom account and its desktop app · Yes, as "Fathom Notetaker" · Unlimited recordings
- Goodmeet · A Mac with Apple silicon or a Windows 11 PC with 16GB RAM · No, nothing joins the call · Free for individual use

What does Copilot do in Teams meetings?

Copilot summarizes what was said and who said it, suggests action items and answers questions about the meeting, during the meeting and afterwards.

- License. Each person who wants to ask it questions needs a Microsoft 365 Copilot license. When we checked, the enterprise add-on cost $30 per user a month, paid yearly. Microsoft's business plans showed a first-year offer from $18 per user a month, running to 31 December 2026.
- Who sees it. Only people with a license can prompt it, and each person's prompts and answers are visible only to them. People from another organization can't use it in your meeting, even with their own license. Organizers control Copilot for their meetings even without a license.
- Transcription. To use Copilot during and after the meeting, transcription has to be on. There's also an Only during the meeting mode that keeps nothing afterwards, but Microsoft's default admin setting requires a saved transcript, and organizers can't change that.

What is intelligent recap, and who gets it?

Intelligent recap adds AI notes to the Recap tab of a meeting: meeting notes, suggested tasks, chapters, and timeline markers for when each person spoke or was mentioned.

It needs a Teams Premium or Microsoft 365 Copilot license, and transcription must be on. If the meeting wasn't recorded, you get the notes but not the speakers, topics or chapters. People in your organization who were invited can see it. Organizers with a Copilot license can also get an AI summary without saving a recording or transcript, as a Word document in their OneDrive.

Should you use a bot or a no-bot note taker in Teams?

A bot joins the meeting as a participant and records on the vendor's side. A no-bot app records the audio you hear on your own computer. Each has a real strength.

· Bot (Otter, Fireflies, Fathom) · No bot (Goodmeet)

- Shows in the participant list · Yes · No
- Can attend a meeting you can't · Otter can; Fathom needs you on the call · No, you have to be in the call
- Needs admitting in Teams · Often: Teams holds detected bots in the lobby by default · Nothing joins the call
- Needs Teams settings · Otter and Fireflies need anonymous joining allowed · None
- Where it records · The vendor's bot, in the call · Your computer
- Telling people · The bot is visible, but you should still ask · Up to you, every time

Teams admins can't block meeting bots outright with this setting. They choose between holding detected bots for approval, which is the default, and not detecting them, and Microsoft says some bots aren't detected. Admins can also allow or block specific Teams apps.

How do Otter, Fireflies and Fathom work in Teams?

Otter

Otter Notetaker joins Teams as an anonymous guest, named with your first name and "Notetaker (Otter.ai)", and Otter says it can't join without appearing to others. Your Teams admin has to allow anonymous users to join, and someone may have to admit it from the lobby. It can join every calendar event with a Teams link, even when you can't attend. The free Basic plan includes 300 transcription minutes a month, with 30 minutes per conversation. Otter's desktop app can also record Teams without the bot.

Fireflies

Fireflies' notetaker joins as a guest named "Fireflies.ai Notetaker" plus your first name, and appears as a participant. Teams has to allow anonymous users to join, and it can't get in if it's stuck in the lobby or asked to complete a verification check. It can join every calendar meeting with a video link. The free plan includes 400 minutes of storage and 20 AI credits.

Fathom

Fathom's bot signs in with Fathom's own Microsoft account and appears as "Fathom Notetaker". It may wait in the lobby for someone to admit it, and it can't record end-to-end encrypted Teams meetings. You

have to be on the call yourself, with Fathom's desktop app open. Fathom's bot-free recording doesn't cover Teams yet. The free plan includes unlimited recordings and transcriptions.

Teams may label any of these bots "Unverified". Compare them in detail: Goodmeet vs Otter and Goodmeet vs Fireflies.

How do you take AI notes in Teams with Goodmeet?

Goodmeet records your computer's own audio and microphone, so no bot joins the meeting and nothing shows in the participant list. It works with Microsoft Teams, Zoom, Google Meet and any other call app on your computer, with no integration to set up and no Teams license.

Only you can read your notes. Goodmeet transcribes on your computer, and your audio is never uploaded. Summaries are generated in Private Cloud AI, which runs on confidential computing on Google Cloud in the EU and is designed so nobody can read them. Anything you sync or share is end-to-end encrypted, and your meetings aren't used to train AI models.

These are the steps from Goodmeet's help center guide, Record and summarise a meeting (https://goodmeet.support.site/article/record-and-summarise-a-meeting):

1. Install Goodmeet on a Mac with Apple silicon (M1 or newer, macOS 14.2 or later) or a Windows 11 (64-bit) PC with 16GB of RAM, and open it.
2. Optionally connect Outlook Calendar or Google Calendar, so Goodmeet reminds you when a Teams call starts.
3. Join the Teams call as usual, and tell everyone you're taking notes.
4. Click Quick recording, or Take notes on the meeting's card. A live transcript appears as people speak, and you can type your own notes beside it.
5. Click Stop recording, or let Goodmeet stop when the call ends.
6. Click Generate summary. Refine the summary and next steps in the editor, then copy, export or share them with an encrypted link and password.

Goodmeet is free for individual use. Its limits: there's no web, iPad or Intel Mac version, Windows needs 16GB of RAM, it can't attend a meeting you're not in, and summaries need an internet connection.

How do you ask for consent to an AI note taker in Teams?

Ask at the start of every call, whichever tool you use. Teams shows everyone a notification when transcription starts, and a bot shows in the participant list, but a no-bot app announces nothing. One line is usually enough: "I'm using an AI note taker so I don't have to type the whole time. Is everyone okay with that?"

If someone says no, stop recording and take notes by hand. For external calls, mention it in the invite too.

This isn't legal advice: recording rules differ by place, by country and in the US by state, and some places require everyone's consent. If you record for work, check with whoever handles legal or compliance.

Frequently asked questions

Is there a free AI note taker for Microsoft Teams?

Not from Microsoft: Copilot and intelligent recap need paid licenses. Otter, Fireflies and Fathom have free plans with limits, such as Otter's 300 minutes a month. Goodmeet is free for individual use, with no credit card and no trial clock, and runs on your own Mac or Windows 11 computer with no bot in the call.

Can my company block AI note takers in Teams?

Teams can detect meeting bots and, by default, holds them in the lobby until someone approves them, though Microsoft says some bots aren't detected. Admins can also allow or block specific Teams apps. A no-bot app records on your own computer, so nothing joins the call, but your company's policies still apply to you.

Does Copilot in Teams need a recording?

Not a recording, but usually a transcript. To use Copilot during and after a meeting, transcription has to be on. An Only during the meeting mode works without saving one, but Microsoft's default admin setting requires a saved transcript, and organizers can't change it. Each person who asks Copilot questions needs a license.

Can others see my AI note taker in Teams?

A bot shows in the participant list, and Teams may label it Unverified, so everyone can see it. When Copilot or intelligent recap uses a transcript, everyone sees the notification that the meeting is being transcribed. A no-bot app records your computer's own audio, so nothing shows in the call, which makes telling people your job.

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Take private notes in your next Teams call

Transcribed on your computer, with no bot in the call. Free for individual use.