How to Use Claude Meetings and Whiteboards

Add Claude to your next internal call, and the plan, the docs and the whiteboard are done before the call ends.

Claude Meetings is in beta, rolling out gradually on Team and Enterprise plans. Claude joins your Google Meet as a visible participant, follows the conversation and starts the work while you talk. It's best in internal meetings where you're brainstorming and planning. Claude writes the plan in the background, creates the documents, builds a whiteboard and brainstorms with you, all before the call ends.

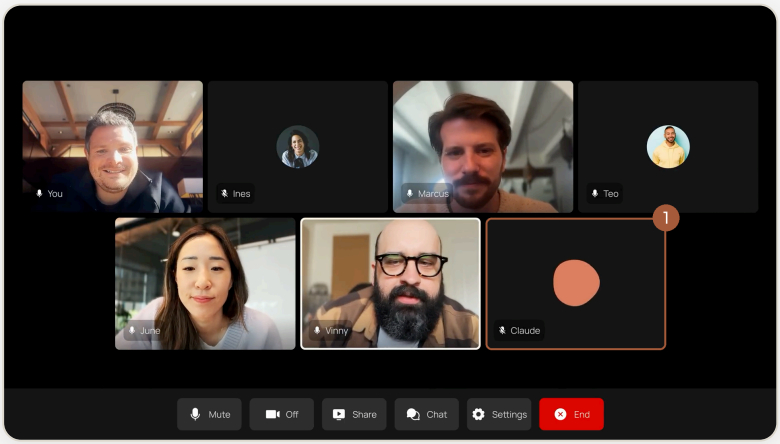
Before you start

- A Team or Enterprise plan. It's rolling out gradually, so you might not see it yet. Anthropic hasn't announced it for individual plans.
- Google Meet and Google Calendar only, for now. Your admin needs to switch on Google Calendar for your organisation.
- During the beta it isn't available to organisations with zero data retention, a HIPAA-ready setup or customer-managed encryption keys.
- Everyone on the call is OK with being transcribed. Check this before you add Claude or turn on auto-join.

STEP 01

Add Claude to a meeting

In Claude, open **Meetings** and connect your Google Calendar. Pick the meeting you want Claude in and click **Add Claude**. When the call starts, Claude joins as its own tile (1) and posts a notice in the Meet chat. That notice links to the meeting page, where everything from the call lives.



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STEP 02

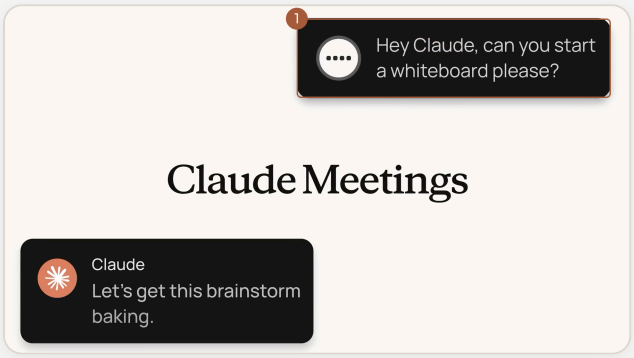
Turn on auto-join (optional)

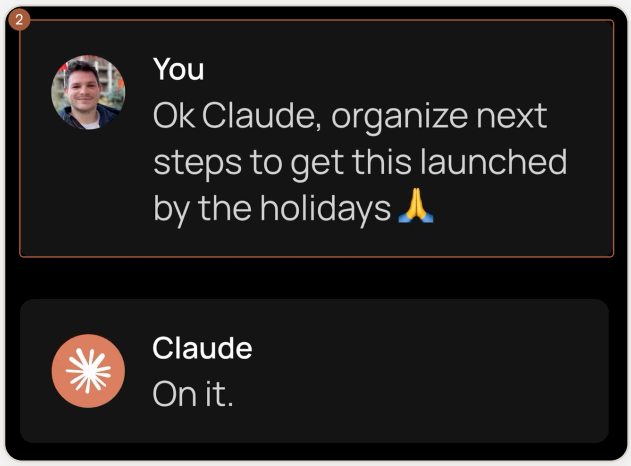
If you'd rather not add Claude every time, go to Settings > Capabilities > Meetings and turn on Auto-join. Choose all meetings, or all meetings except one-on-ones. If the host is asked to admit Claude and says no, Claude won't try that call again unless someone adds it.

STEP 03

Put Claude to work during the call

This is where it earns its seat. Say “Claude” and then your question (1), or type it in the Meet chat (2). Claude answers in writing in the chat, and everyone on the call can see it. Ask it to build while you talk: “Claude, make a doc” or “Claude, make a whiteboard”. While you're still brainstorming, Claude is sorting the ideas on the board (3) from its seat in the call (4). If it needs one of your connected tools, it asks your permission the first time. To pause it, ask Claude to stop listening. To remove it, ask it to leave or click Remove Claude on the meeting page. It can stay for up to eight hours.







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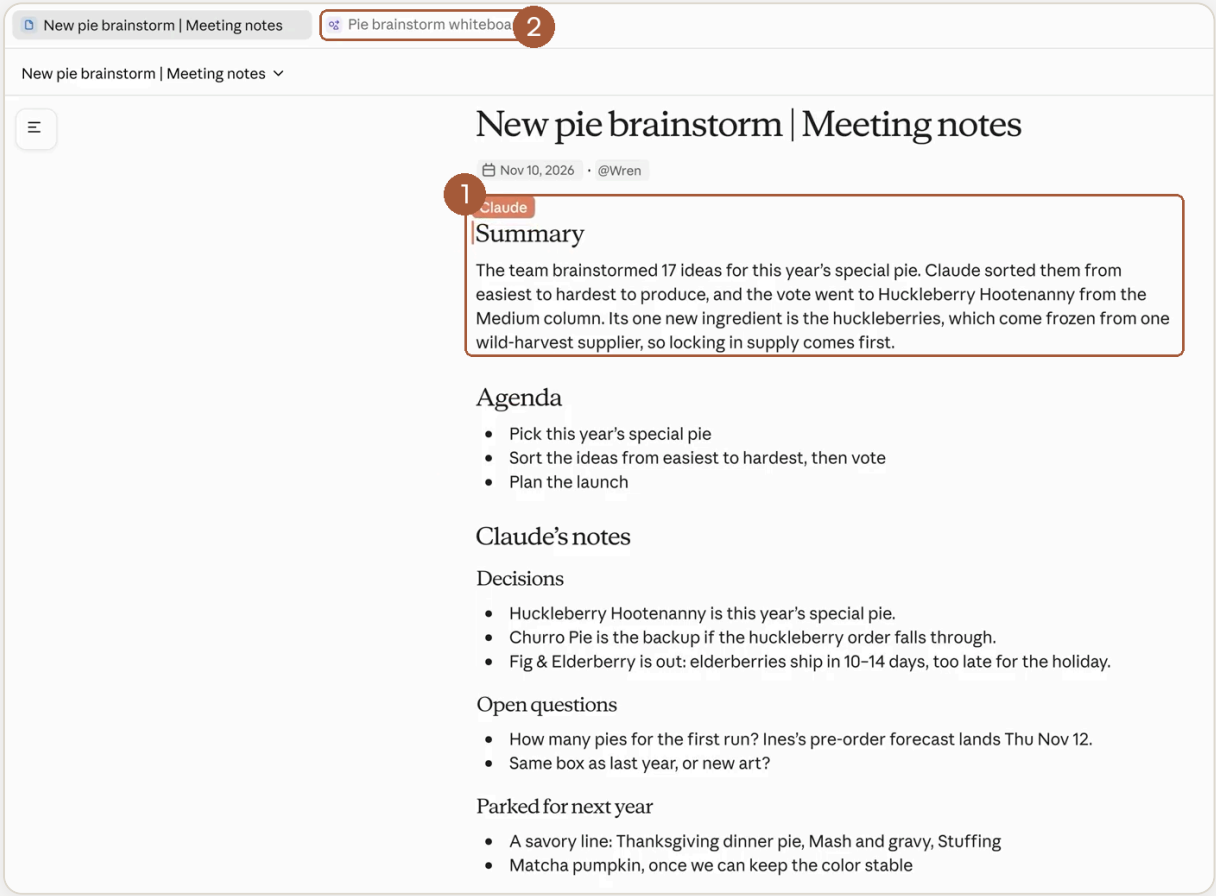
Where it works best

Internal brainstorming and planning. It's not the best fit for client meetings. By default, Claude stays out of any call with someone from outside your organisation on the invite. If an outside guest joins partway through, including another company's notetaker, Claude leaves. Admins can allow external guests. On those calls Claude takes notes but doesn't reply in the chat, and guests never see the live docs, the meeting page or the recap.

STEP 04

After the call

The meeting page holds the notes, action items and transcript (1), plus everything Claude made, like the whiteboard from the call (2). Teammates on the invite get a recap email with the link. They can edit what Claude built and share the page inside your organisation. Later, you can ask Claude about past meetings in a normal chat.

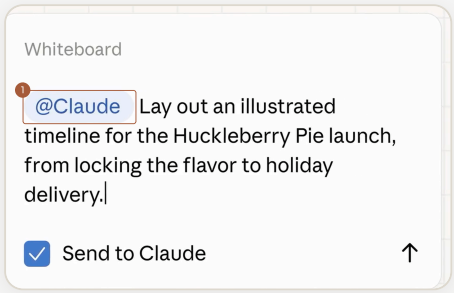


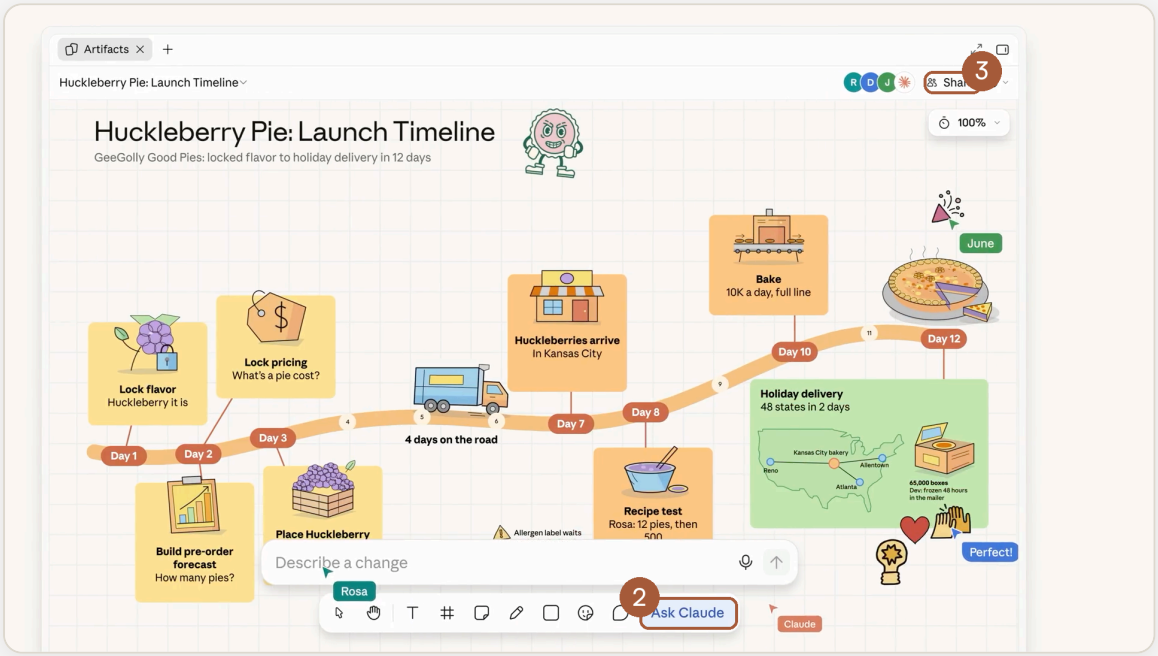
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STEP 05

Brainstorm on a Claude Whiteboard

A whiteboard is a shared board where your team brainstorms with Claude. Talk, type or sketch, and Claude sorts the ideas into diagrams, flows and groups. Start one inside a meeting, in any chat, or from Artifacts > Whiteboard. On the board, tag @Claude with what you want (1), or use Ask Claude to describe a change (2). Drag across part of the board to ask Claude about just that section. Click Share to bring your team in (3).





When you're done, ask Claude to turn the board into a doc or deck, use Send to for Lucid, Miro or Zoho Vani, or export it as a PNG. Whiteboards are in beta on Pro, Max, Ultra, Team and Enterprise, across web, desktop and mobile. They're on by default for Team plans. On Enterprise, an admin turns them on in Organization settings > Artifacts. At launch, Claude only works from what's on the board and doesn't pull in your connected apps.

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BEFORE YOU ROLL IT OUT

Security and privacy

Claude is visible in every call it joins, and it tells everyone it's there. Here's what it keeps and who can see it.

What Claude keeps

The transcript, a summary and descriptions of what was on screen. It doesn't keep the audio.

Who sees it

People from your organisation who were on the invite. Anything Claude posts in the Meet chat is visible to everyone on the call. The chat on the meeting page stays inside your organisation.

One thing to check

Anthropic hasn't published how long transcripts are kept. If that matters in your industry, check before you roll it out to the team.

For admins

Go to Organization settings > Products > Claude Meetings (beta). This is where you control whether Meetings is on, whether external guests are allowed, and whether Claude can use members' connectors in meetings.

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GOOD TO KNOW

What it costs and what's coming

What it costs during the beta. Notes, transcripts and answers are included on Team and Enterprise. Docs and whiteboards made in a meeting are free until 10 February 2027. Anything that uses a connected tool counts toward your usage.

What's coming. Anthropic is working with Granola, Gong, Fireflies.ai, Otter, Attention and Plaud, so you'll soon be able to send a meeting's transcript to the tools your team already uses. More video platforms are on the way too.

What you can do now

- "Claude, make a whiteboard of the campaign ideas we just covered, with owners and dates."
- "Claude, turn what we've decided into a project plan and share a recap before we finish."
- In a normal chat: "What were the action items from Tuesday's planning meeting?"



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Daniela Valencia, Founder of Reclaim Creative

See upcoming workshops

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Sources. Anthropic, Introducing Claude Meetings (12 November 2026) and Introducing Claude Whiteboards, Claude Sheets, and Claude Data (10 November 2026). Setup steps from the Claude help centre: Use Claude Meetings and Get started with Claude Whiteboards. Images are stills from Anthropic's announcement videos.

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