Soundtoscript
TRANSCRIPTION

SAMPLE DELIVERABLE
STS-SAMPLE-BIZ-FULL

BUSINESS TRANSCRIPTION SAMPLE · MEETING

Third Quarter Stakeholder Review

Brightwater Foods · Recorded meeting · four attendees

PREPARED FOR
Brightwater Foods
Office of the CEO · fictional

RECORD
Scripted illustration
Approx. five minutes of the meeting

MEETING DATE
14 OCT 2026
Video call · 09:00 local time

WHO ORDERS THIS

Executive teams, boards, project managers and chiefs of staff who need an accurate record of what was decided, by whom and by when.

FILES DELIVERED

PDF DOCX TXT

FORMATTING APPLIED

- Meeting details and attendee list up front
- Agenda mapped to timestamps
- Speaker-labeled, timestamp at every speaker change
- Key figures, decisions and action items pulled out

NOTATION KEY

[00:00:00]	Elapsed time at the start of each turn
[inaudible]	Cannot be heard; elapsed time given
[unintelligible]	Heard, cannot be made out
[crosstalk]	Overlapping speech
[laughter]	Audible laughter
(pause)	Only where it adds meaning

Fictional sample

This is a fictional sample created to show the Soundtoscript business transcript format. Company, people, figures and decisions are invented. No real meeting is depicted.

MEETING DETAILS

MEETING	Third Quarter Stakeholder Review
ORGANISATION	Brightwater Foods (fictional)
DATE	14 October 2026 · 09:00–09:05 excerpt
FORMAT	Video call, recorded
CHAIR	Priya Raman, Chief Executive
MINUTES	Transcribed verbatim, lightly edited for readability

ATTENDEES

CHAIR	**Priya Raman** Chief Executive Officer	PRIYA RAMAN
FINANCE	**Tom Okeke** Chief Financial Officer	TOM OKEKE
OPERATIONS	**Lena Fischer** Head of Operations	LENA FISCHER
SALES	**Marcus Webb** Sales Director	MARCUS WEBB

AGENDA

ITEM	TOPIC	PRESENTER	STARTS AT
1	Third quarter results	Tom Okeke	[00:00:26]
2	Warehouse automation proposal	Lena Fischer	[00:01:58]
3	Hiring plan	Lena Fischer	[00:04:04]

Timestamps are elapsed time from the start of the recording.

CALL TO ORDER

[00:00:00] **PRIYA RAMAN:** Good morning, everyone. It's nine o'clock, so let's get started. This is the third quarter stakeholder review for Brightwater Foods. Tom, Lena, Marcus, thank you for making time.

[00:00:11] **PRIYA RAMAN:** We have three items today: the quarter's numbers, the warehouse automation proposal, and the hiring plan for next quarter. I'd like a decision on the second one before we leave. Tom, can you start us off?

ITEM 1 · THIRD QUARTER RESULTS

[00:00:26] **TOM OKEKE:** Sure. Revenue for the quarter came in at four point eight million dollars, which is up twelve percent on the second quarter. Gross margin held at thirty-eight point five percent.

[00:00:39] **TOM OKEKE:** The one number I'd flag is customer churn. It rose to two point one percent, from one point six. Marcus, I think that's mostly on your side.

[00:00:50] **MARCUS WEBB:** It is, and I can explain it. Two of our regional grocery accounts moved to a competitor over delivery times, not price. We lost about one hundred and ten thousand dollars in annual contract value between them.

[00:01:06] **PRIYA RAMAN:** Is that fixable? `[crosstalk]`

[00:01:07] **MARCUS WEBB:** `[crosstalk]` Partly. If Lena can get next-day delivery into the northern region, I believe we can win one of them back.

[00:01:16] **LENA FISCHER:** That's exactly what the automation proposal is about. Can I take that next?

[00:01:22] **TOM OKEKE:** Before you do, one more point on cash. Our balance sits at one point six million, so we are comfortable, but I would not want to commit new spending without a clear payback period.

[00:01:36] **PRIYA RAMAN:** Understood. Lena, please keep payback in view as you present.

[00:01:41] **PRIYA RAMAN:** Please. One moment first, Tom, are there any questions on the numbers?

[00:01:46] **TOM OKEKE:** None from me. I'll circulate the full breakdown by Friday. *(pause)* Actually, one correction. The churn figure is for the quarter, not annualized. `[laughter]` I should have said that sooner.

ITEM 2 · WAREHOUSE AUTOMATION PROPOSAL

[00:01:58] **LENA FISCHER:** Thanks. The proposal is a ninety-day pilot of automated sorting at the Fairhaven warehouse. The budget is one hundred and eighty thousand dollars, and that includes installation and training.

[00:02:10] **LENA FISCHER:** Our current error rate on outbound orders is three percent. The vendor's reference sites report under one percent, and every error costs us a re-delivery. At our volume, that's the difference between next-day and two-day delivery in the north.

[00:02:26] **TOM OKEKE:** My concern is cash. We have budgeted one hundred and fifty thousand for capital spending this quarter. So we're thirty thousand over, unless we defer something.

[00:02:37] **LENA FISCHER:** We could defer the forklift replacement. It's not urgent. `[inaudible 00:02:41]` the maintenance report says another eighteen months.

(Lena shares her screen; the vendor's reference sites appear.)

[00:02:50] **LENA FISCHER:** As you can see, the vendor's three reference sites cut errors by about two thirds in the first quarter. Payback on the pilot is estimated at fourteen months if the northern accounts stay with us.

[00:03:05] **TOM OKEKE:** Fourteen months is acceptable, but please state the assumption in the written proposal.

[00:03:11] **LENA FISCHER:** Understood. I'll include it.

[00:03:13] **PRIYA RAMAN:** Marcus, what does sales need to see from the pilot to feel confident?

[00:03:19] **MARCUS WEBB:** A measurable drop in late deliveries. If the error rate falls under one point five percent in the pilot, I'll take that to both accounts and offer them a new service level.

[00:03:32] **PRIYA RAMAN:** That's reasonable. Let's make it a formal criterion. Tom, can finance support the extra thirty thousand if we defer the forklift?

[00:03:41] **TOM OKEKE:** Yes, with that deferral. I'd want a checkpoint at forty-five days. If the pilot is not tracking, we stop and keep the remaining budget.

[00:03:51] **PRIYA RAMAN:** Agreed. Then my decision is to approve the pilot at one hundred and eighty thousand dollars, with the forklift deferred and a forty-five day checkpoint. Any objection? *(pause)* None. It's approved.

ITEM 3 · HIRING PLAN

[00:04:04] **LENA FISCHER:** On hiring, I need three warehouse associates before the pilot starts, ideally by the fifteenth of next month. Two of them need forklift certification `[unintelligible 00:04:14]` already.

[00:04:15] **PRIYA RAMAN:** Fine. Lena, send Tom the job descriptions by Monday, and Tom, please confirm the salary band with me before they post.

[00:04:24] **TOM OKEKE:** Will do. I'll have the band confirmed by Wednesday, and I'd suggest we post the roles internally first, as we did last spring.

[00:04:33] **LENA FISCHER:** That worked well. Two of our best associates came from the internal posting, so I'm happy to repeat it.

[00:04:42] **MARCUS WEBB:** And for sales, I'd like to hold the open account manager role until we see the pilot results. `[laughter]` It's an easier conversation if I have a story to tell.

[00:04:54] **PRIYA RAMAN:** That works for me. Okay, I think we've covered everything. Let's wrap up by confirming the actions. Thank you, all.

END OF FICTIONAL SAMPLE TRANSCRIPT

Recording ended at the close of the meeting. Decisions and action items are listed on the following page.

KEY FIGURES, DECISIONS & ACTIONS

KEY FIGURES MENTIONED

FIGURE	VALUE	SAID BY	AT
Q3 revenue	**$4.8 million (+12% on Q2)**	Tom Okeke	[00:00:26]
Gross margin	**38.5%**	Tom Okeke	[00:00:26]
Customer churn	**2.1% (from 1.6%)**	Tom Okeke	[00:00:39]
Contract value lost	**$110,000 annual**	Marcus Webb	[00:00:50]
Pilot budget	**$180,000**	Lena Fischer	[00:01:58]
Outbound error rate	**3% now; target under 1.5%**	Lena Fischer	[00:02:10]

DECISIONS

- [00:03:32] Success criterion: outbound error rate under 1.5% in the pilot.
- [00:03:51] Approved: 90-day automated sorting pilot at Fairhaven, $180,000, forklift replacement deferred, 45-day checkpoint.
- [00:04:42] Hold the open account manager role until pilot results are known.

ACTION ITEMS

OWNER	ACTION	DUE	RAISED
Tom Okeke	Circulate full Q3 breakdown	Friday	[00:01:46]
Lena Fischer	Send job descriptions to Tom	Monday	[00:04:15]
Tom Okeke	Confirm salary band with Priya	Wednesday	[00:04:15]
Lena Fischer	Hire 3 warehouse associates	15th next month	[00:04:04]

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