Soundtoscript
TRANSCRIPTION

SAMPLE DELIVERABLE
STS-SAMPLE-GENERAL-FULL

GENERAL TRANSCRIPTION SAMPLE · INTERNAL CALL

Team Retrospective Call

Internal call · two participants · launch retrospective

PREPARED FOR
Product team
Internal use · fictional

RECORD
Scripted illustration
Approx. five minutes of the call

CALL DATE
30 OCT 2026
Video call · recorded

WHO ORDERS THIS

Anyone with a recorded call, interview, voice note or conversation who wants an accurate written record: teams, founders, consultants, journalists and individuals.

FILES DELIVERED

PDF DOCX TXT

FORMATTING APPLIED

- Call details and participant list
- Topics set as section headings
- Speaker-labelled, clean verbatim
- Summary, decisions and action items

NOTATION KEY

NIA / DEV	Speaker labels
[laughter]	Audible laughter
[crosstalk]	Overlapping speech
[inaudible]	Cannot be heard; time given
Clean verbatim	Filler words and false starts are dropped; meaning is unchanged

Fictional sample

This is a fictional sample created to show the Soundtoscript general transcript format. The team, project and decisions are invented. No real call is depicted.

CALL DETAILS

SUBJECT	Launch retrospective: why the launch slipped a week
DATE AND MODE	30 October 2026 · video call
STYLE	Clean verbatim; filler words removed, wording kept
TOPICS	What happened · What went well · What we change · Next steps

PARTICIPANTS

PRODUCT LEAD	**Nia** Runs the retrospective	NIA
DEVELOPER	**Dev** Built the settings page and release	DEV

SUMMARY

- The launch slipped a week because finished designs reached the developer two days late. The files were in a shared folder, but nobody was told.
- Testing went well, helped by a checklist that caught a login bug on the first morning.
- The team will add a handoff message, a ten-minute Wednesday check-in and a written definition of ready, reviewed by a colleague.

A summary is added for convenience. It is not a substitute for the transcript.

WHAT HAPPENED

NIA: Okay, we're recording. So the short version is the launch slipped a week, and I want to figure out why. Not to blame anyone, just so we don't repeat it.

DEV: Honestly, the handoff was the problem. The designs were finished on the Monday, but I only saw them on Wednesday, and by then I had already started the settings page.

NIA: Right. And that is a communication gap, not a design gap.

DEV: Exactly. The files were in the shared folder, but nobody told me. I didn't know to look.

NIA: Okay, that's fair. I assumed the folder notification would be enough. `[laughter]` It turns out nobody reads those.

NIA: Was there anything else that slowed you down besides the handoff?

DEV: The copy. The error messages and the empty states had no text, so I wrote placeholder wording myself, and then it had to be rewritten when your version arrived.

NIA: That is on me. I treat copy as the last step, and for you it is the first one.

DEV: Same with the icons. Three of them were missing, so I used temporary ones. They are still in the build, if you look closely.

NIA: Please write those down. I would hate for a temporary icon to become the permanent one.

WHAT WENT WELL

NIA: Let's not make this all negative. What went well?

DEV: The testing was good. Once we had the build, the bugs were found quickly, and nothing serious slipped through. `[crosstalk]`

NIA: `[crosstalk]` That was Amara's checklist, wasn't it?

DEV: Yes, it was. Her checklist caught the login bug on the first morning, which would have been embarrassing in front of customers.

NIA: I'll thank her properly. What else?

DEV: The release notes. You wrote them before the build was ready, so on launch day there was nothing left to write.

NIA: How did the pace feel to you overall? Was the week too tight even before the delay?

DEV: Tight, but fine. It is the surprises that hurt. If I know on Monday that the designs are coming on Wednesday, I plan around it. When I find out on Wednesday, I lose a day.

NIA: That makes sense. So predictability matters more to you than speed.

DEV: Always. Tell me it will be late, and I can work with that.

WHAT WE CHANGE

NIA: Good. So, what do we change? I have two ideas, and I want yours.

DEV: Go on.

NIA: One, a handoff message. When designs are ready, I post in the team channel, with a link, and I tag you. Two, a Wednesday check-in, just ten minutes, to see what is blocked.

DEV: I like both. The handoff message is the important one. The check-in only matters if we are already late. `[inaudible 00:03:06]` I'd keep it short, though.

NIA: Ten minutes, standing, camera optional. Agreed?

DEV: Agreed. Can I add a third? A definition of ready. A list of what a design must include before it counts as finished, so I'm not guessing about states and empty screens.

NIA: Yes, that's good. Could you draft it? You know better than I do what you need.

DEV: I'll draft it by Friday and send it to you to check.

NIA: Should we involve Amara in the definition of ready? She sees the product from the outside.

DEV: Yes, good idea. She will ask the questions I forget to ask, like what happens when the network drops halfway through.

NIA: Then I will ask her to review your draft on Friday afternoon, once you have sent it.

NEXT STEPS

DEV: One more thing for the list. I will send you the temporary icons by Thursday, so you can replace them in the next release.

NIA: Thank you, that helps a lot. I will schedule the replacements for the following sprint.

NIA: Great. So to summarise: I post the handoff message from now on, we start the Wednesday check-in next week, and you draft the definition of ready by Friday.

DEV: And you will thank Amara.

NIA: And I will thank Amara. `[laughter]` Thanks, Dev. I'll stop the recording.

END OF FICTIONAL SAMPLE TRANSCRIPT

The recording ended at the close of the call. A summary, decisions and action items follow on the next page.

DECISIONS & ACTION ITEMS

DECISIONS

- Designs will be handed off with a message in the team channel, a link and a tag.
- A ten-minute Wednesday check-in starts next week, standing, camera optional.
- A written definition of ready will be adopted once drafted and checked.

ACTION ITEMS

OWNER	ACTION	DUE
Dev	Send the list of temporary icons to Nia	Thursday
Nia	Ask Amara to review the definition of ready	After Dev sends it
Nia	Post a handoff message when designs are ready	From now on
Nia	Thank Amara for the testing checklist	Not stated
Dev	Draft the definition of ready and send to Nia	Friday
Both	Start the Wednesday check-in	Next week

TRANSCRIBER NOTES

- One word is marked [inaudible] with its elapsed time.
- Names are as spoken. Where a surname or spelling is unknown, the client can supply it with the order.

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