



THE COMPLETE MEETING WORKFLOW

Meetings should run themselves.

From the first booking request to the final Google Meet — Meeting Automator turns repeated coordination into one predictable workflow.

Built for agencies, consultants and service-based businesses.

WORKFLOW

The client

Chooses a time, submits details and receives clear next steps.

WORKFLOW

The team

Configures the rules, reviews requests and handles exceptions.

ONE SYSTEM. ONE FLOW. LESS MANUAL COORDINATION.

WHY MEETING AUTOMATOR

Stop turning every meeting into a mini project.

A simple one-to-one meeting can create a surprising amount of manual work: checking calendars, confirming times, collecting details, creating events, sending joining information and fixing changes later.

Without automation

Client asks → manager checks → messages go back and forth → meeting is created → details are sent.

With Meeting Automator

Client books → workflow validates → team approves → calendar + meeting → confirmation.

The idea is simple:

Your team configures the rules once. Meeting Automator handles the repetitive path so your people can focus on the conversation itself.

01 · CONFIGURE

Set the rules once. Let them drive every booking.

Working days, available hours, meeting duration, capacity, buffers, booking window and timezone become the foundation of the public booking experience.

BrizerHero Admin

Build something amazing today.

Back to Website

Ritesh

Overview

Contact Requests

Consultations

Consultation Settings

Projects

Project Bundles

Packages

Services

Technologies

Testimonials

Features

Banners

Web Links

Links

View Website

Logout

Ritesh Kumar
ROLE: ADMIN

Start time
08:00

End time
18:40

Slot duration
40

Capacity per slot
1

Buffer between slots
0

Maximum advance days
30

Guest reschedules / 24h
4

Working days
Only these dates can return live slots.

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Business timezone
Asia/Kolkata

Reset

Save settings

DAILY WINDOW
08:00 - 18:40

SESSION
40 minutes

CAPACITY
1 per slot

GUEST CHANGES
4 reschedules / 24h

TIMEZONE
Asia/Kolkata

The backend is still authoritative
The frontend uses these values to make the UX accurate, but the backend re-checks every requested slot, booking window, working day, capacity and guest reschedule limit before accepting a change.

Availability
When meetings can happen.

Booking rules
How far ahead and how often.

Business timezone
Keep scheduling consistent.

Configure once. Reuse every day.

02 · BOOK

Give every prospect a frictionless way to book.

Clients do not need an account or dashboard access. They simply open the booking page, select a date and choose an available time.

The 'Time' step shows a calendar for August 2026 with the 13th highlighted. To the right, a grid of available time slots is displayed for Thursday, 2026-08-13. The 12:00 PM - 12:40 PM slot is selected and highlighted in green. A 'Continue' button is at the bottom right.

August 2026						
Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Available times		2026-08-13
10:00 AM - 10:40 AM	10:40 AM - 11:20 AM	
11:20 AM - 12:00 PM	12:00 PM - 12:40 PM	
12:40 PM - 01:20 PM	01:20 PM - 02:00 PM	
02:00 PM - 02:40 PM	02:40 PM - 03:20 PM	
03:20 PM - 04:00 PM	04:00 PM - 04:40 PM	

The 'Details' step is titled 'Tell us a little about you' and includes a sub-header 'Thursday, 13 Aug 2026, 12:00 pm · Guest booking · No account required'. It contains several input fields: Full name (Ritesh Kumar), Email (rksriteshkumar181118@gmail.com), WhatsApp number (+91 7543820052), Company / website (GrocerFlow), Business type (Agency), and How did you find us? (LinkedIn). A text area for 'What would you like to automate?' contains a message from Ritesh. 'Back' and 'Booking...' buttons are at the bottom right.

Tell us a little about you
Thursday, 13 Aug 2026, 12:00 pm · Guest booking · No account required

Full name *
Ritesh Kumar

Email *
rksriteshkumar181118@gmail.com

WhatsApp number *
IN +91 7543820052

Company / website
GrocerFlow

Business type
Agency

How did you find us?
LinkedIn

What would you like to automate?
Hey MeetingAutomator, My name is Ritesh i am owning a grocery solution software development agency, i am wasting a lot my productive time in booking/client meeting management by manual. I wanna this meeting automation in my business please help.

No login. No unnecessary account creation. Just a guest booking flow.

03 · COLLECT

Collect the context before the conversation.

Capture the information your team actually needs to understand the prospect and prepare for the meeting.

1 Time — 2 Details

Tell us a little about you

Thursday, 13 Aug 2026, 12:00 pm · Guest booking · No account required

Full name *

Email *

WhatsApp number *

Company / website

Business type

How did you find us?

What would you like to automate?

Hey MeetingAutomator, My name is Ritesh i am owning a grocery solution software development agency, i am wasting a lot my productive time in booking/client meeting management by manual. I wanna this meeting automation in my business please help.

[Back](#) [Booking...](#)

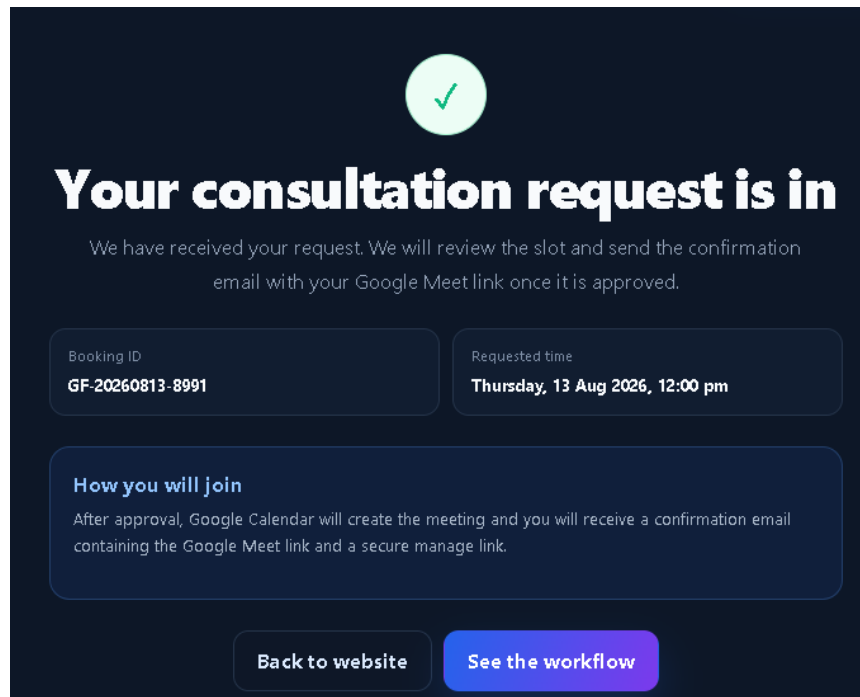
Name + email	WhatsApp	Company + source	Automation need
Know who is booking.	A direct contact channel.	Understand the prospect.	Know what they want solved.

Simple for the prospect. Useful for the team.

04 · REQUEST

The booking enters the workflow.

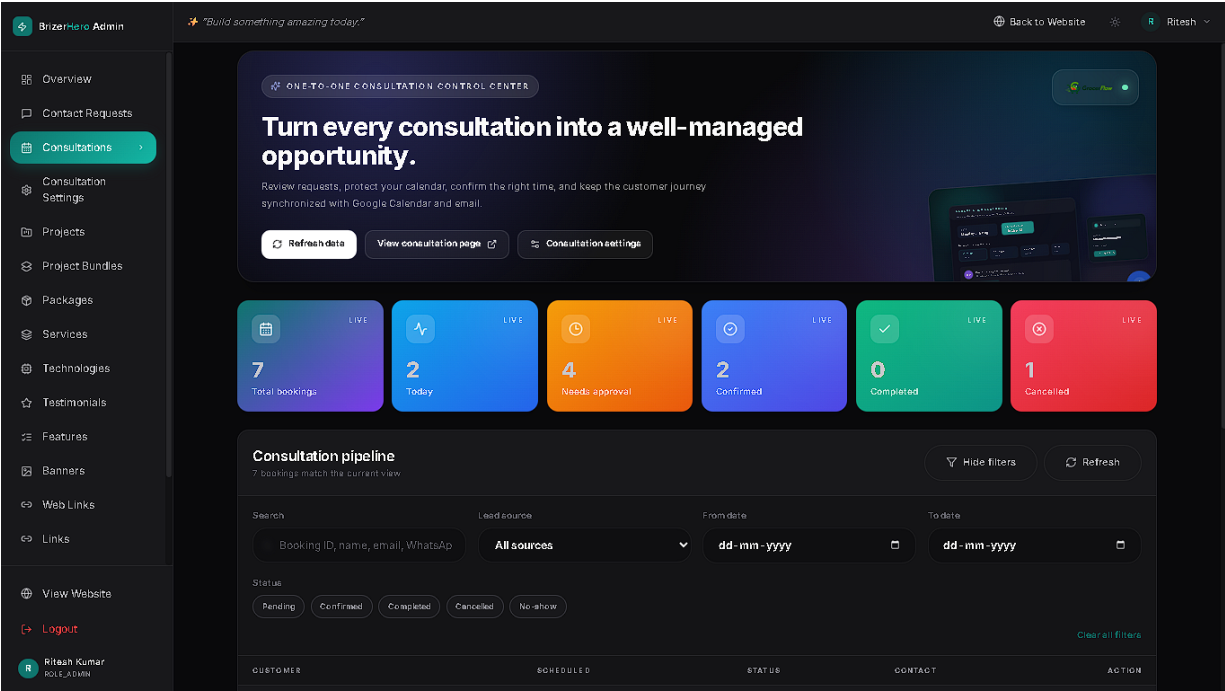
After submission, the request is validated against the configured booking rules and availability before the workflow continues.



05 · REVIEW

Your team sees the request in one place.

The admin workspace brings together the booking, customer details, requested time and available actions.



Approve the request

Reschedule to another available slot

Cancel when the meeting is no longer needed

06 · APPROVE

Approve the right time — without manual coordination.

The admin can approve the requested slot or select another live available time. The workflow then moves the booking into its scheduled state.

BOOKING DETAILS

Booking ID: GF-20260813-8991

CUSTOMER: [Avatar]

EMAIL: rkariteshkumar181116@gmail.com

WHATSAPP: 917543820052

COMPANY / STORE: GrocerFlow

LEAD SOURCE: LINKEDIN

REQUESTED: 13 Aug 2026, 12:00 pm

SCHEDULED: 13 Aug 2026, 12:00 pm

CONTACT CUSTOMER: [Email] [Call] [WhatsApp]

NOTES: Hey MeetingAutomator, My name is Ritish I am owning a grocery solution software development

[Approve] [Delete] [Close]

ADMIN ACTION

Approve consultation

GF-20260813-8991

08:00-00:16:40:00 40 min Asia/Kolkata

Live availability

Choose a date and we will fetch the real available consultation slots from the booking service. No manual time entry.

Consultation date *

13-08-2026

Live slots are fetched from the booking service. Your existing booking slot remains selectable even when it is already at capacity.

Available slots *

12:00 PM - 12:40 PM Current booking - selected	12:40 PM - 01:20 PM 1 spot left	01:20 PM - 02:00 PM 1 spot left
02:00 PM - 02:40 PM 1 spot left	02:40 PM - 03:20 PM 1 spot left	03:20 PM - 04:00 PM 1 spot left

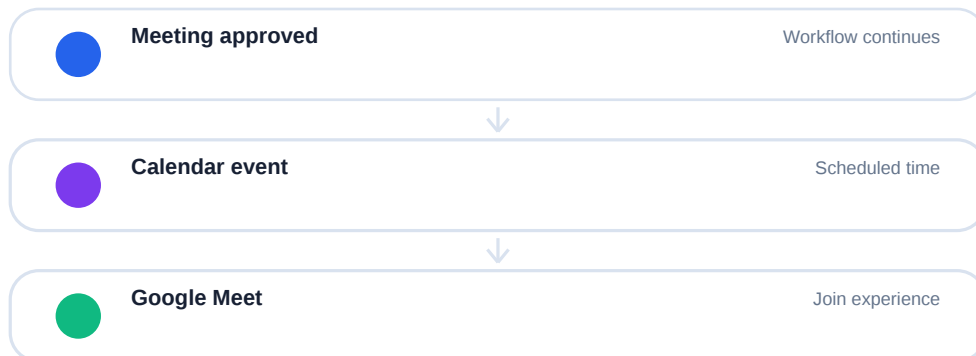
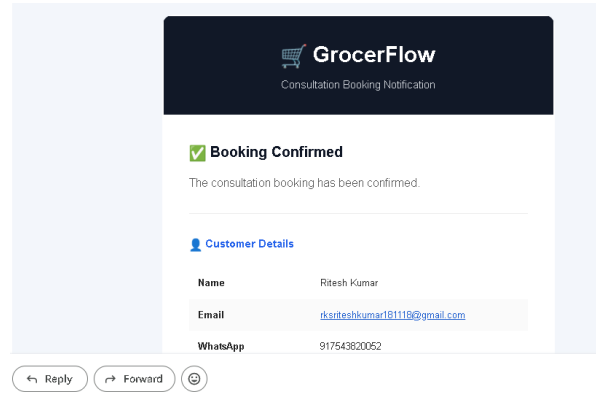
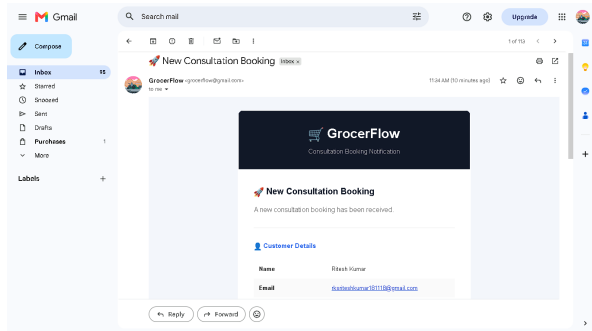
[Keep as is] [Approve consultation]

REQUEST → APPROVED → SCHEDULED

07 · CALENDAR + GOOGLE MEET

The meeting gets created as part of the workflow.

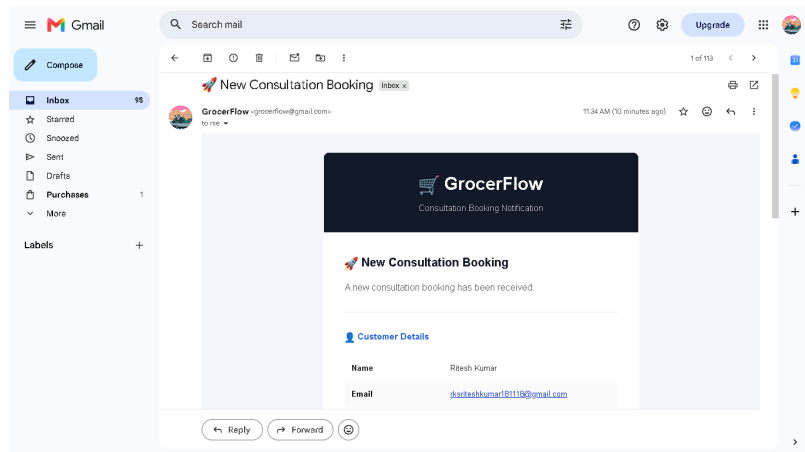
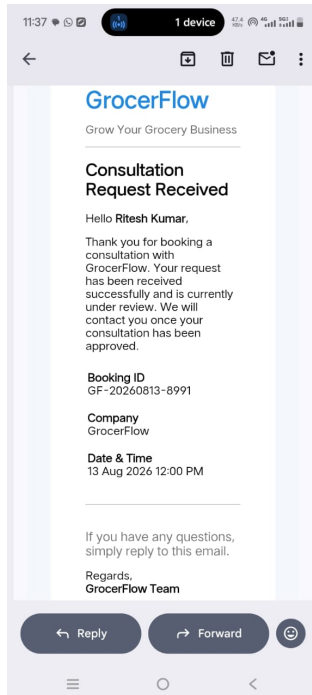
Once approved, the meeting details are connected to the calendar workflow and the Google Meet experience, so the team does not have to recreate the same details manually.



08 · CONFIRM

The client gets the next step — clearly.

Confirmation communication gives the client the meeting information and joining details, removing the need for another round of “what time are we meeting?” messages.

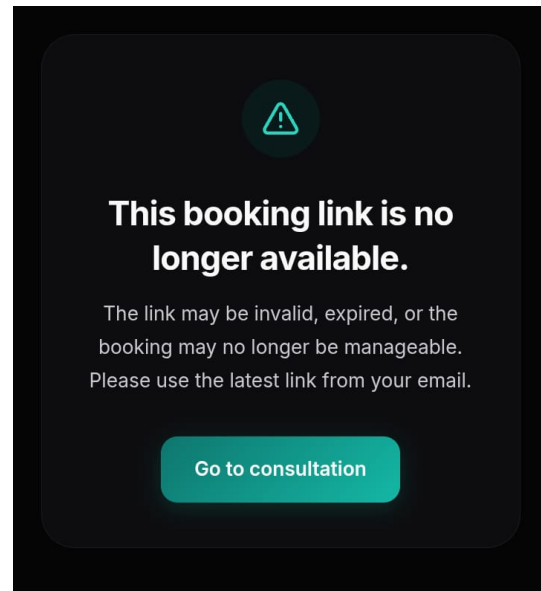
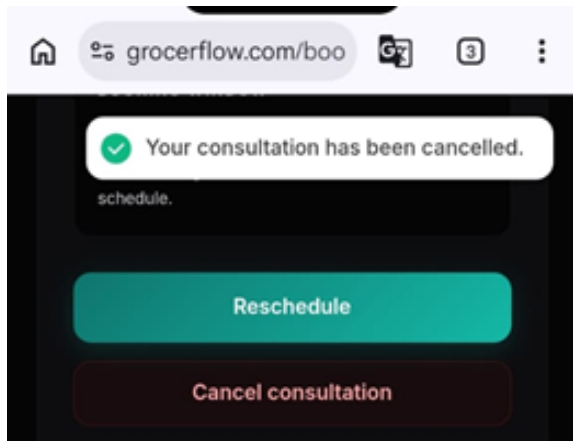


No “What time are we meeting?” back-and-forth.

09 · CHANGES

When plans change, the workflow adapts.

Clients can manage their booking, and admins can also reschedule or cancel. Changes are reflected across the meeting workflow instead of becoming a separate manual task.



WORKFLOW

Reschedule

Choose a new available time and update the scheduled meeting.

WORKFLOW

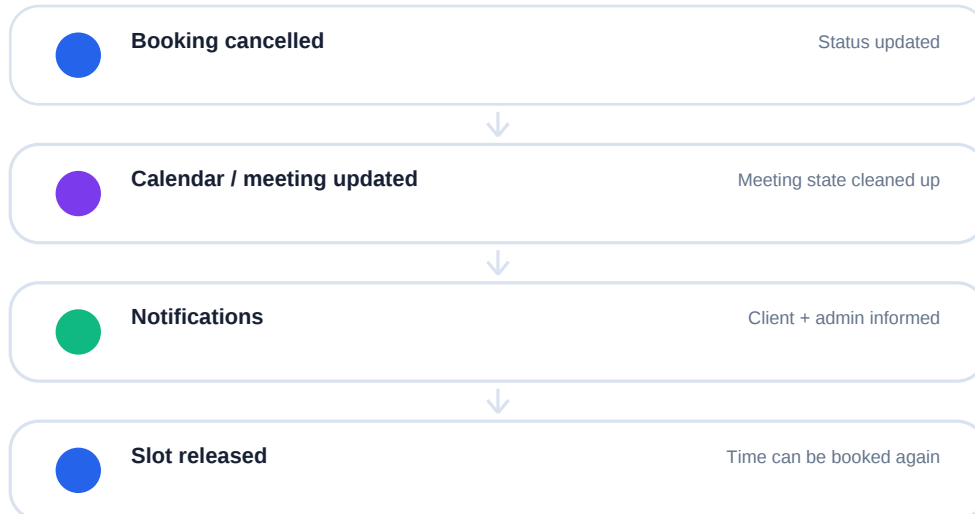
Cancel

Cancel the booking and release the time back into availability.

10 · CLOSE THE LOOP

A cancellation should clean up the whole chain.

When a meeting is cancelled, the workflow updates the booking and handles the related meeting state, communication and availability so stale scheduling does not remain.

**Before the meeting**

Automated reminders and calendar information keep the scheduled conversation visible.

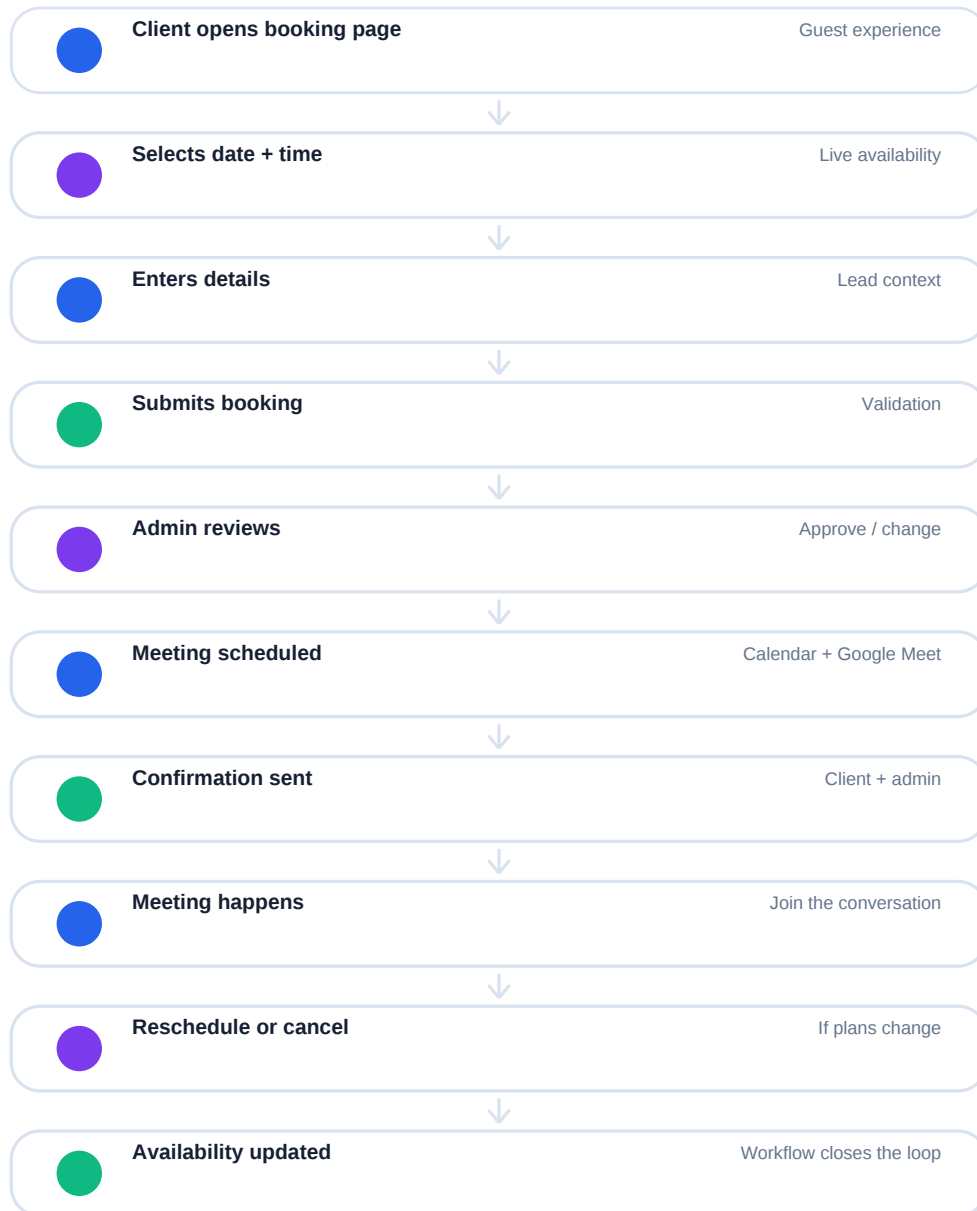
After a change

Reschedule or cancellation keeps the booking journey consistent.

THE COMPLETE FLOW

One workflow. From booking to meeting.

This is the complete Meeting Automator journey — designed to keep the client experience simple while moving the operational work into one configured system.



BUILT FOR SERVICE BUSINESSES

Your team configures the rules. Meeting Automator handles the routine.

For agencies, consultants and service-based businesses, one-to-one meetings are valuable. The manual coordination around them is not.

Already have a website?

Add the meeting automation layer to your existing customer journey without rebuilding your online presence.

Need a new meeting experience?

Launch a focused booking website and let the workflow handle the repetitive coordination behind it.

You shouldn't need a manager to manually coordinate every meeting.

READY TO AUTOMATE YOUR MEETINGS?

Book a one-to-one consultation and discuss your workflow.

meetingautomator.com

Book a one-to-one consultation to discuss your existing website, meeting workflow or a new implementation.

