

# Elite Medical Prep: Meeting Assistant Terms of Service

Effective Date: April 17, 2026

## 1. Acceptance of Terms

By connecting your Google Calendar to the Elite Medical Prep Applet ("the Service") and inviting the Elite Medical Bot to your meetings, you agree to be bound by these Terms of Service. If you are using the Service on behalf of an organization, you represent that you have the authority to bind that organization.

## 2. Description of Service

The Service provides an automated "bot" that joins virtual meetings scheduled in your Google Calendar. The bot is authorized to:

- Access meeting links and participant data from your calendar.
- Record audio and video of the meeting.
- Generate a text-based transcript and an AI-driven summary of the discussion.

## 3. User Responsibilities & Consent

This is the most critical section for meeting recording bots:

- **Duty to Notify:** You (the User) are solely responsible for ensuring that all meeting participants are aware that the meeting is being recorded and transcribed.
- **Legal Compliance:** You agree to comply with all applicable local, state, and international "all-party consent" recording laws.
- **Elite Medical Prep's Role:** Elite Medical Prep provides the tool for recording but acts only as a data processor. We are not responsible for your failure to obtain necessary consents from participants.

## 4. Intellectual Property

- **User Content:** You retain ownership of the recordings, transcripts, and summaries generated through your use of the Service.
- **Service Content:** The Applet's code, the Elite Medical Prep name, and the specific AI summarization logic remain the exclusive property of Elite Medical Prep.
- **License to Us:** You grant us a limited, non-exclusive license to process your meeting data solely to provide the services described (transcription and summarization).

## 5. Prohibited Use



You agree not to use the Service to:

- Record meetings where participants have a legal expectation of absolute privacy (e.g., specific privileged medical consultations, unless HIPAA-compliant measures are explicitly in place).
- Disseminate transcripts or summaries that violate the privacy rights or intellectual property of others.
- Circumvent any security features of the virtual meeting platform (e.g., Zoom, Google Meet, Teams).

## 6. Limitations of Liability and Warranty

- **"As-Is" Service:** The Service is provided "as is." We do not guarantee that transcripts or AI summaries will be 100% accurate.
- **No Professional Advice:** Summaries generated by the bot are for informational purposes only and do not constitute medical or legal advice.
- **Maximum Liability:** To the maximum extent permitted by law, Elite Medical Prep shall not be liable for any indirect, incidental, or consequential damages arising from lost data or recording errors.

## 7. Termination

- **User Termination:** You may stop the Service at any time by disconnecting the Applet from your Google Calendar settings.
- **Our Termination:** We reserve the right to suspend or terminate your access if we believe you are violating these terms or applicable laws.

## 8. Changes to Terms

We may update these terms periodically. Continued use of the Applet after such changes constitutes your acceptance of the new terms.

## 9. Contact Information

For legal inquiries regarding these terms, please contact: **Elite Medical Prep Legal Department**  
admin@elitemedicalprep.com

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## Implementation Checklist for Your ToS:

1. **"Click-to-Accept":** When a user first connects their Google Calendar, they must be forced to click a checkbox that says, *"I have read and agree to the Terms of Service and Privacy Policy."*



2. **HIPAA Note:** If Elite Medical Prep handles Protected Health Information (PHI) during these meetings, you **must** ensure a Business Associate Agreement (BAA) is in place, and these terms should be updated to reflect HIPAA compliance.
3. **Recording Disclaimer:** Ensure the bot's display name includes the word "**Recording**" at all times to satisfy the notice requirements mentioned in Section 3.

