



Calls, voice and documents turn into tasks

An AI assistant and task tracker for freelancers and small teams. Record a conversation or dictate a thought — get minutes, tasks with deadlines and a project plan.

Solo — free

Team — one-time licence

Works offline on your PC

EN · DE · RU · ZH

The screenshot displays the Viato application interface. On the left is a sidebar with navigation options: Home, Recordings, Tasks, Projects, DOCUMENTS, Calls & meetings (highlighted), Text analysis, Mail drafts, Notes, Lists, and Reminders. The main area shows a call transcript for a call with 'Solo'. The transcript is organized into sections: Summary, Discussed, Decisions, Open questions, Agreed tasks, and Full transcript. The 'Agreed tasks' section lists tasks with assigned owners and deadlines. The 'Full transcript' section shows a conversation between 'ME' and 'OTHERS'.

Summary
The client needs the sample before 20 November for a trade fair. The board will be ready by 25 October, then we order components straight away agreed: we make two versions and ask the client by email.

Discussed
• Sample deadline — demo to the client before 20 Nov, for an industry fair.
• Board and purchasing — Leo finishes the layout by 25 Oct, Olivia orders the components right after.
• Housing — the client has not chosen a colour yet: white or grey.

Decisions
• Make the housing in two colours
• Order components as soon as the board is ready

Open questions
• Which housing colour will the client choose?
• Does the client need certification for the fair?

Agreed tasks
• Finish the board layout **LEO** 25.10.2026 00:22
 > «Leo finishes the board by the twenty-fifth»
• Order the components **OLIVIA** 25.10.2026 00:22
 > «Olivia, please order the components right after that»
• Email the client about the housing colour 22.10.2026 00:52
 > «I'll email the client about the colour»

Full transcript
00:00 **ME** Hi everyone. Let's go through the lamp sample for the client.
00:09 **OTHERS** Sure. The client wants to see the sample before the twentieth of November, they need it for a trade fair.
00:22 **ME** Leo finishes the board by the twenty-fifth. Olivia, please order the components right after that.
00:37 **OTHERS** OK. One more thing about the housing: white or grey, the client hasn't answered yet.
00:52 **ME** Decision: we make the housing in both colours, and I'll email the client about the colour.

Agreements get lost between the meeting and the tracker

01

“I think we agreed...”

After a call everyone remembers it differently. Who does what by when has to be worked out all over again.

02

Copying by hand

Someone has to retype notes, briefs and emails into the tracker. It is boring, so it often does not happen.

03

Ideas on the go

An idea or a request comes up when the tracker is not at hand. By the evening half of it is forgotten.

Viato closes this gap

Everything said or written becomes structure automatically: minutes → decisions → tasks with owners and deadlines → project and Gantt chart. And your data stays with you: processing can run right on your computer, with no cloud.

HOW IT WORKS

Press “Work” — the AI does the rest

RECORD

Any source

A button in the PC or phone app, a call recording, an audio or video file, a document or pasted text.



TRANSCRIBE

Speech → text

The language is detected automatically: English, German, Russian, Chinese. Locally or in the cloud — your choice.



UNDERSTAND

Type, project, deadline

A voice command at the start (“task for me”, “shopping list”) or the AI’s guess. Dates like “by Friday” are calculated by code, not by the model.



RESULT

Ready-made items

Tasks, lists, reminders, email drafts, meeting minutes — straight into the right project.

Note

don’t forget

Task

for me or the team

Several tasks

in one recording

To-do list

separate items

Shopping list

“Groceries”, “Cottage”...

Reminder

at an exact time

Email

draft in the recipient’s language

Call

minutes

Meeting

minutes

Your choice

beats the AI’s guess

TWO MODES

Start on your own, add a team later

Solo — for freelancers, consultants and experts: tasks, projects, calls, personal lists and reminders on your own computer. Free, with no time limit.

Team — for studios, agencies and small companies: shared projects, tasks, chats and calls. You can belong to several teams and switch in one click.

The value: no need to choose between a personal tracker and a heavy corporate system. Recordings from Solo move into the team workspace without migrating anything.

How will you use Viato?

For myself

Personal and work tasks, projects and recordings on this computer. For freelancers and personal use.

With a team

Besides Solo: works (companies) with shared projects, tasks and calls. You can be in several.

You can change this later in Settings.

FROM A CALL TO TASKS

Meeting minutes write themselves

- **Any platform:** Zoom, Teams, Meet, a call in the browser — the app records your microphone and the computer's sound at the same time.
- **Existing recordings:** upload audio or video, or import local Zoom recordings.
- **Minutes:** summary, what was discussed, decisions, open questions, agreed tasks — with owner, deadline and a time-stamped quote.
- **Then one click:** tasks, lists, an email; export to Word and Markdown; share with a colleague.

The value: after the meeting everyone has a concrete to-do list, not a vague “I think we agreed”.

The screenshot shows a dark-themed application interface for meeting minutes. On the left is a sidebar with a 'Personal' tab and a 'Meeting' tab. The main content area is divided into several sections, each with a dropdown arrow and a title:

- Summary**: The client needs the sample before 20 November for a trade fair. The board will be ready by 25 October, then we order components straight a agreed: we make two versions and ask the client by email.
- Discussed**:
 - **Sample deadline** — demo to the client before 20 Nov, for an industry fair.
 - **Board and purchasing** — Leo finishes the layout by 25 Oct, Olivia orders the components right after.
 - **Housing** — the client has not chosen a colour yet: white or grey.
- Decisions**:
 - Make the housing in two colours
 - Order components as soon as the board is ready
- Open questions**:
 - Which housing colour will the client choose?
 - Does the client need certification for the fair?
- Agreed tasks**:
 - **Finish the board layout** (LEO, 25.10.2026, 00:22)
> «Leo finishes the board by the twenty-fifth»
 - **Order the components** (OLIVIA, 29.10.2026, 00:22)
> «Olivia, please order the components right after that»
 - **Email the client about the housing colour** (22.10.2026, 00:52)
> «I'll email the client about the colour»
- Full transcript**:
 - 00:00 (ME) Hi everyone. Let's go through the lamp sample for the client.
 - 00:09 (OTHERS) Sure. The client wants to see the sample before the twentieth of November, they need it for a trade fair.
 - 00:22 (ME) Leo finishes the board by the twenty-fifth. Olivia, please order the components right after that.
 - 00:37 (OTHERS) OK. One more thing about the housing: white or grey, the client hasn't answered yet.
 - 00:52 (ME) Decision: we make the housing in both colours, and I'll email the client about the colour.

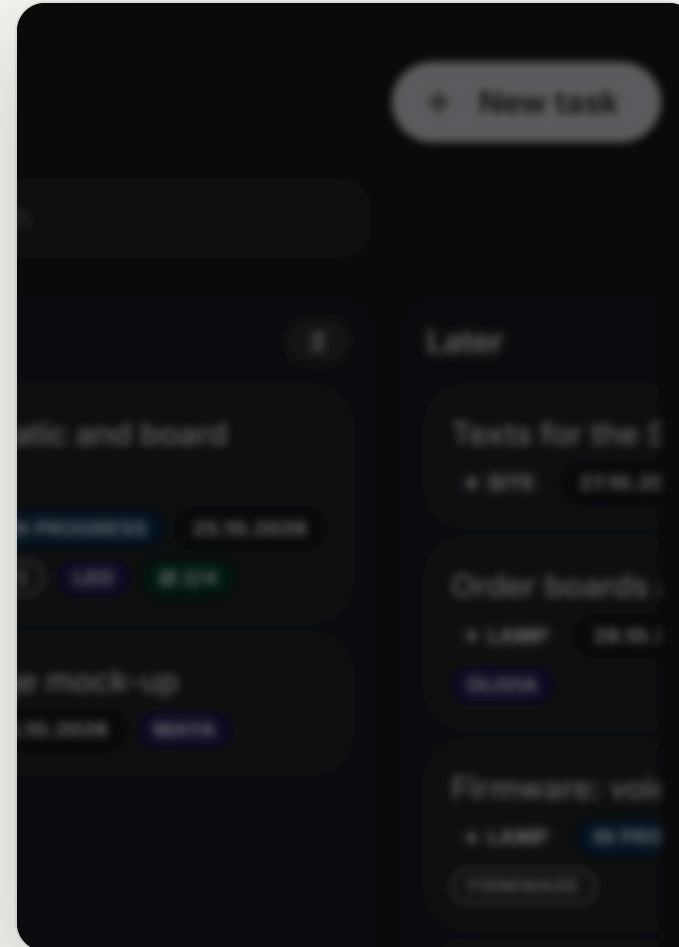
VOICE NOTES

Say it on the go — it lands in the right place

"Tasks for tomorrow: ...", "Shopping list: milk, coffee...", "Remind me at three to call the print shop" — Viato understands the command, splits the speech into items and puts them where they belong.

- **Plan for today** on the first start of the day: overdue, due today, reminders, what to buy.
- **Email drafts** — drafts only: you send them yourself.
- **Reminders** on the PC and phone, including repeating ones.

The value: nothing gets lost between meetings, and you don't have to rebuild your day from memory in the evening.



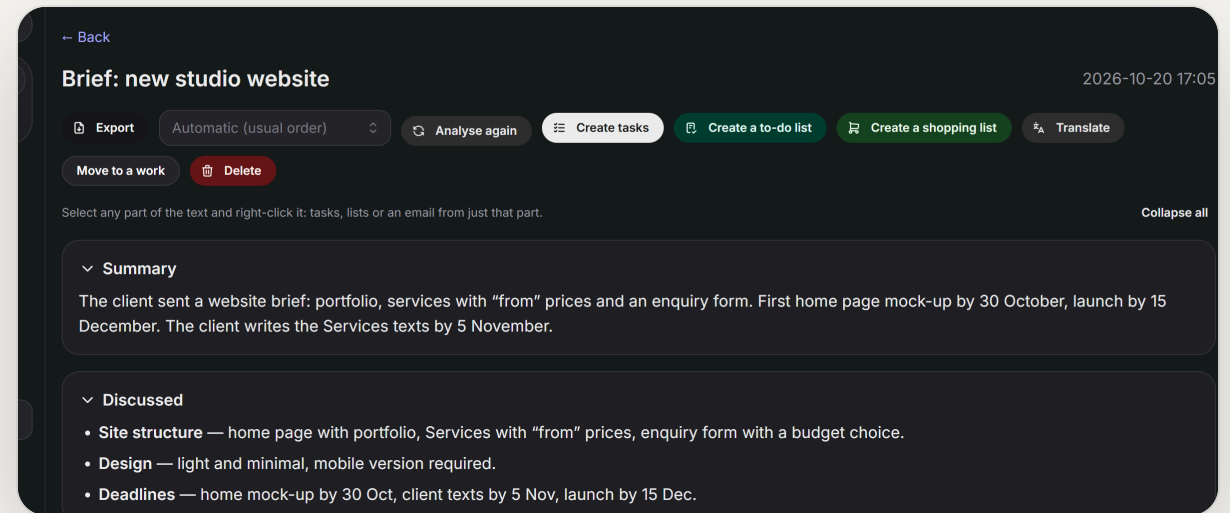
DOCUMENTS AND TEXTS

A brief, a spec or an email thread — into project tasks

Upload a document (.docx, .pdf, .xlsx, .txt, .md, .csv) or just paste an email. The AI does the same as for a call: summary, decisions, open questions, tasks with deadlines — and links them to the project.

- **A chat message** becomes a task, a list item or an email too.
- **Plans from Excel:** import a work schedule with a preview and export back to the same layout.
- **Project templates** for repeating work.
- **Split a task into subtasks** or a checklist — with a preview, created only after your OK.

The value: from “the client sent the materials” to a work plan in minutes, without retyping.



PROJECTS

See where the project stands and what matters now

- **Goal and essence of the project** — the AI takes them into account when it reads the project's recordings and texts.
- **Overview without AI:** how much is done, what is overdue, next deadlines, progress by type of work.
- **AI status:** the current stage, whether you are on track, what matters most right now.
- **Board, list, Gantt** — filters "mine / team" and by task type.
- **Export for AI agents** (Claude Code, Codex): tasks together with the transcripts they came from.

The screenshot shows the Viato project management interface for a project named "Smart lamp for a client". The interface is dark-themed and includes a sidebar with navigation options like "Personal" and "Meeting". The main content area displays the project overview, which includes a status indicator "ON TRACK" and a tab "ELECTRONICS AND FIRMWARE DEVELOPMENT".

Project overview ON TRACK ELECTRONICS AND FIRMWARE DEVELOPMENT

Goal and essence of the project
The AI reads recordings, calls and texts of this project with it in mind.
Voice-controlled desk lamp prototype for our client. The sample must be shown in mid-November.

☐ **Analyse the project status automatically**
Once a day, when the page is opened; uses the AI (cloud models too, if allowed).

Tasks
1 of 6 done · 2 in progress · 3 to do
0 overdue · 1 due within 7 days
Latest deadline: 12.11.2026

By type (done / all)
Electronics: 0/2
Firmware: 0/1
Management: 1/2
Purchasing: 0/1

Overdue and next deadlines
25.10.2026 🔥 Schema layout
29.10.2026 Order board
02.11.2026 Firmware v1
10.11.2026 🔥 Assembly
12.11.2026 Show the sample

AI status Automated
Requirements are agreed, the board is almost routed and the firmware is in progress. About 10 days of slack before the client demo on 20 November, if the components arrive on time.

Most important now

- Finish board routing by 25 Oct
- Order components right after that
- Get the housing colour from the client

Made 2026-10-21 00:00

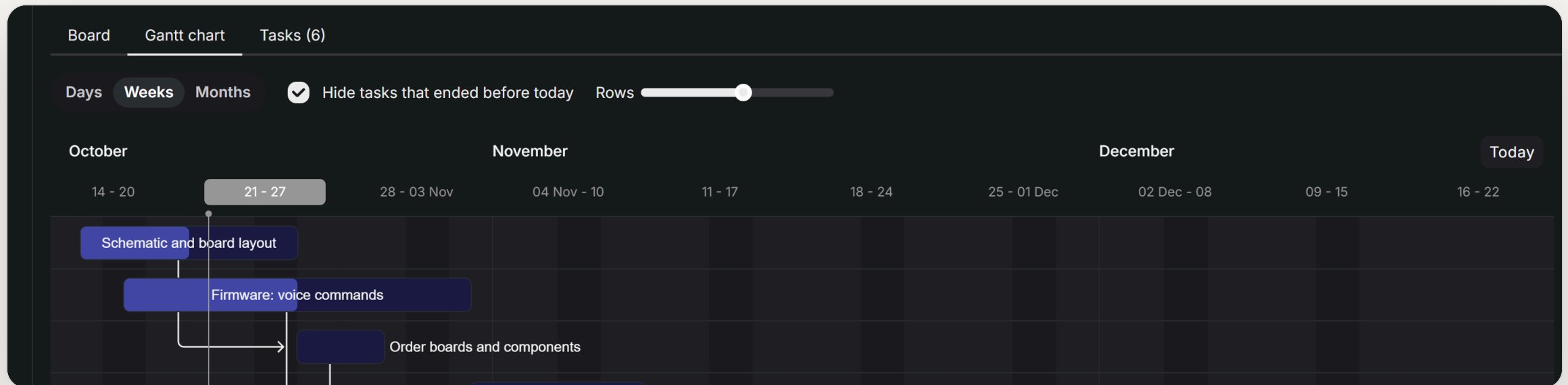
Filters
All (6) Mine (4) Team / others (2) All types (6) Electronics (2) Firmware (1) Management (2) Purchasing (1)

Views
Board Gantt chart Tasks (6)

Task Board
Overdue (0) Nothing here
Today (0) Nothing here
Tomorrow (0) Nothing here
This week (1)
🔥 Schematic and board layout
• LAMP IN PROGRESS 25.10.2026
ELECTRONICS LEO 2/4

Manage the course of the project, not a to-do list

Tasks on a timeline with dependencies: you see what can run in parallel, what blocks the next stage and where the project risks slipping. Days, weeks, months. The Gantt chart is built without AI — instantly and for free.



Tasks, discussions and calls in one place

Shared projects and tasks

Everyone sees only their own projects. A task has assignees, co-assignees and observers; it can be given to a whole group ("Design", "Development"). Dependencies, checklists, "done on my side".

Roles and permissions

Admins and members. Joining by personal invitation with approval. Clear rules for who may change deadlines and close tasks. Disabling an employee removes the company's data from their PC.

Chats

Direct, group and company-wide chats plus company news. Comments inside a task. Files, read marks, offline work. Turn a message into a task or an email.

Call scheduling

Time in each participant's time zone, invitations, busy check, repeats, reminders 15 and 2 minutes before. The recording is linked to the meeting.

Sharing minutes

Share a call with a colleague or a group — with the transcript and, if you like, the audio. You can ask whoever recorded it for the recording.

Company AI keys

The admin gives access to cloud AI without handing out keys: requests go through the company server, with a daily limit and usage per person.

Employees join with a personal invitation code or QR code. The team works from the phone too.

YOUR OWN TEAM SERVER

Installed from the app, no command line

The admin enters the address of a VPS (or a computer in the office network) and the password — the app installs the server, encryption, autostart and the first account by itself. Updates come from the app too.

- **Modest requirements:** 1–2 cores, 2–4 GB of RAM, Ubuntu or Debian.
- **No external repositories needed:** everything for the installation is already inside the app.
- **Backups** on a schedule and on demand, restore from the admin panel.

The value: you control the data, the infrastructure and the costs. No monthly subscription.

SECURE TRANSPORT

HTTPS on a single port; the certificate is pinned through the invitation code — the server cannot be spoofed, and no domain is needed.

SECURE STORAGE

Each company's database and the chat files are encrypted on disk. Passwords are stored as Argon2 hashes. Backups are encrypted with the admin's password.

MINIMUM ON THE SERVER

Chat files are removed once everyone has them (or after a set time). Personal notes and lists never go to the server.

OFFLINE

Everyone keeps working without a connection; changes sync when the server is back.

You decide where your conversations are processed

The question clients ask most is where the recordings go. Viato has three modes, and you can switch between them at any time with one toggle.

MODE 1 · LOCAL ONLY

Nothing leaves the computer

Speech recognition and analysis run on your PC. No internet needed. The “Local AI only” switch blocks every cloud service.

For: lawyers, healthcare, finance, negotiations under NDA, work without internet.

Cost: free. A long call takes longer — minutes instead of seconds.

MODE 2 · HYBRID

Local by default, cloud when needed

Local AI is tried first; the cloud helps while the computer is busy or for a long call. Any recording can be processed again with a chosen model.

For: most users — a balance of privacy and speed.

Cost: free with the free cloud models.

MODE 3 · CLOUD

Faster and more accurate on long calls

The recording goes straight to the provider you chose, with your own key. You can keep only providers that do not train on your data.

For: low-end laptops, many long calls, when speed matters.

Cost: free, or cents per call with paid models (off by default).

What may leave your computer — and what never does

NEVER

- **To the Viato developer.** Viato has no cloud of its own, no accounts with us and no usage statistics. We see neither recordings nor tasks.
- **AI keys** are stored only on your computer and reach your phone only encrypted.
- **Personal notes, lists and reminders** never go even to your company server.
- **No AI service at all** when “Local AI only” is on.

ONLY IF YOU CHOOSE

- **To a cloud AI provider** — the text or audio of a recording, straight from your PC, with your key. Each provider shows whether it is free or paid, whether it trains on your data and where it is unavailable.
- **To your company server** in team mode — projects, tasks, chats. The server is yours, the data on it is encrypted and the connection is protected.
- **Companies don't have to hand out keys:** employees use cloud AI through the company server, and local AI can be installed right on that server.

Providers: price, training on data, availability

MODEL	PRICE	TRAINS ON YOUR DATA	RUSSIA / CHINA	OUR ASSESSMENT
Local model on your PC	free	no — data stays on the PC	works everywhere, offline	best privacy
DeepSeek Flash	paid, cents per call	no	available	best result on long calls
Google Gemini Flash-Lite	free	yes (free tier)	unavailable	one of the best free models, the fastest
Zhipu GLM-4.7-Flash	free	not verified	available, works from China	good as a fallback, sometimes overloaded
Groq (Llama 3.3 70B)	free	no	unavailable	not rated yet
Qwen / DashScope	paid after the free quota	no	available	not rated yet
OpenAI	paid	no (API default)	unavailable	not rated yet
Cloudflare Workers AI	free	no	available	for speech recognition; its text model is hidden as weak

The “free / paid”, “trains on your data” and “unavailable in regions” labels are shown right in the settings for each provider. Paid services stay off until you allow them.

ACCURACY RATING

Models tested on calls from different departments

We ran the models on calls from different departments — marketing, development, production, sales — of different lengths, from short ones to an hour, in English and Russian. We checked how many real agreements each model found and how much it added that wasn’t there.

MODEL		TASK ACCURACY	COMMENT
DeepSeek Flash	cloud · paid		Finds about 95% of agreements. The best choice for long calls.
Gemini Flash-Lite	cloud · free		About 95% of agreements, little extra. The fastest.
GLM-4.7-Flash	cloud · free		Excellent on short calls; slower and sometimes overloaded.
Qwen3.5-4B	local		The best local model: finds almost everything but adds extra items — they go to “Possible tasks”.
Gemma 4 E2B	local		Finds tasks well and is faster than 4B. For laptops with 8–16 GB of RAM.
Qwen3.5-2B	local		The lightest. For notes and short calls on a low-end laptop.
Phi-4-mini, Cloudflare Qwen3-30B	hidden		Did worse than the others: off and hidden until you turn them on yourself.

Untested models (Groq, OpenAI, Qwen-Plus, the larger local Qwen3.5-9B/35B, Gemma 4 E4B/26B, T-lite) are marked “No accuracy rating yet” in the app.

INDIVIDUAL TUNING

Every model is tuned for itself

- **Its own parameters** for each model — those its authors recommend and those that did best in our tests.
- **Second pass for tasks** on long calls: the AI goes through the call again looking only for tasks, so fewer get lost. On where it helps, off for models that start making things up.
- **A separate model for long calls** and a task limit per part of the conversation — no flood of trivia.
- **Doubtful items are not lost:** repeats and uncertain items go to “Possible tasks” instead of being dropped.
- **Model order** and fallbacks: if one is unavailable, the next one is used.

Everything is already set up. Specialists can fine-tune each model in “For AI specialists” and restore the best settings with one button.

For AI specialists

Fine-tuning of the processing: passes, repeats, the order of models. Usually there is nothing to change: it is set by our tests.

Restore the defaults Brings back the best settings from our tests. Keys, paid AI and the chosen local model stay.

☒ **Second pass for tasks on long calls** BETA
On calls over 15 minutes the AI reads the text once more looking only for tasks: fewer get lost, open questions and agreements that need work become tasks too (marked). Takes a little longer. Off: tasks from the minutes only.

Second pass for tasks on short calls
Auto: only for models that lose tasks without it (Qwen3.5-2B). About twice as long.

Auto (best for the model) ▾

Repeated tasks on long calls
The model sees the tasks from the start of the call; a repeat (e.g. in a closing recap) goes to "Possible tasks".
Auto: cloud models only — small local models lose tasks with it.

Auto (best for the model) ▾

Model for long calls (over 15 minutes)
Long calls go to this model first; if it fails, the usual order follows. "Only this model": no other model is tried.

As usual (the order above) ▾

☐ Only this model

☒ **Process in the cloud while the local AI is busy**
The next recording goes to cloud models at the same time; if the cloud fails, it waits for the local AI.

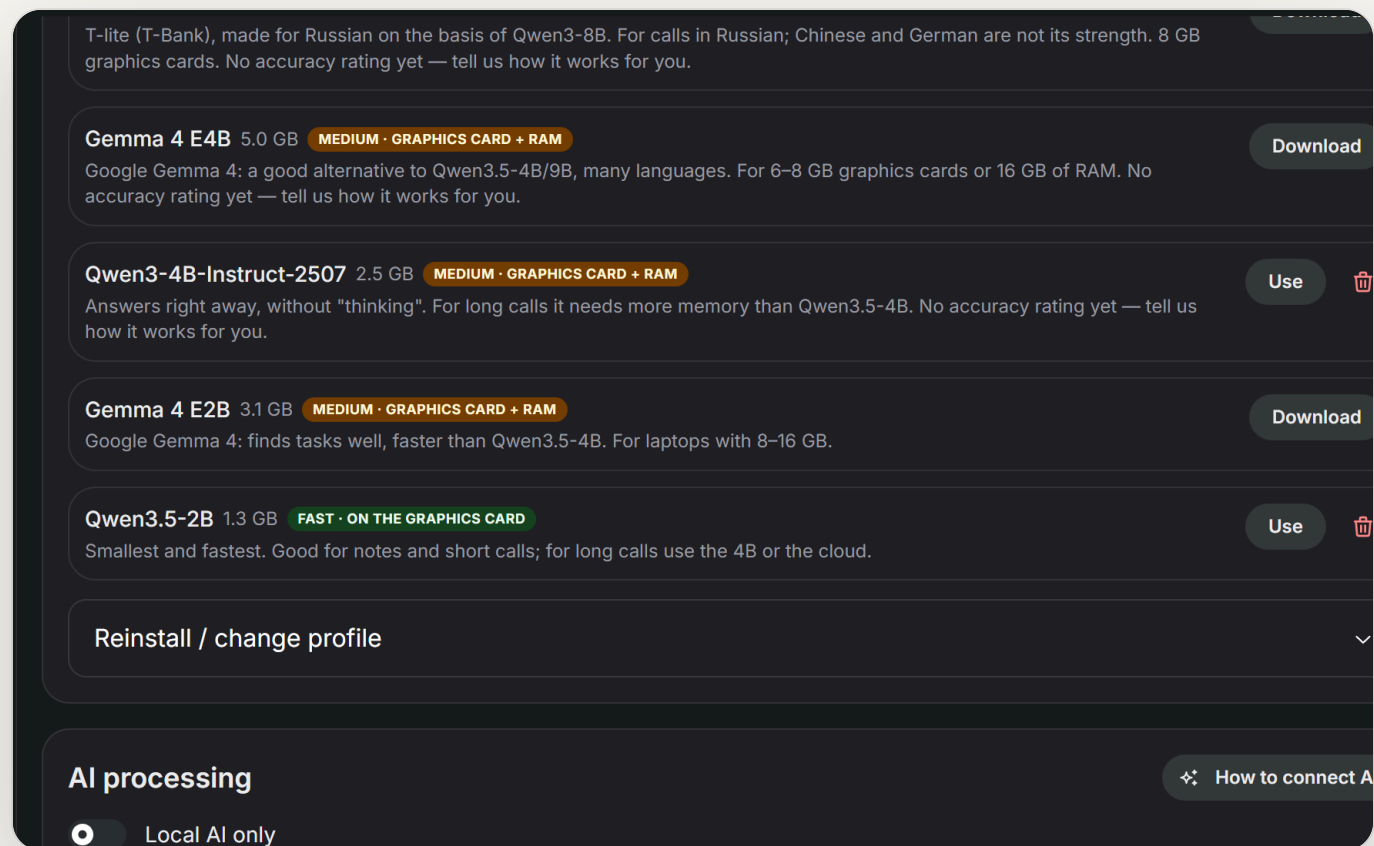
Models and their order
Switched-off models are never used. Cloud models are tried top to bottom (arrows change the order); local ones go first or last, see "Which AI first".

☒ **Show more AI models**
Models that did worse than others in our tests. Hidden and off until you turn them on. Applies to cloud and local models.

ADVICE IN THE APP

The app tells you what to choose

- **Viato checks the computer** — memory and graphics card — and marks models “Recommended” or “Too big for this computer”.
- **Every model comes with advice:** what it is good for, how much memory it needs, whether it works from China, whether it trains on your data.
- **Weak models are hidden** so you don’t spoil the result by accident.
- Models can be **downloaded and switched** at any time, with nothing to reinstall.



HOW TO CHOOSE

Which AI to pick for your needs

SITUATION	WE RECOMMEND	WHY
Confidential conversations	“Local AI only” + Qwen3.5-4B	Nothing leaves the computer; the best local model in our tests.
Ordinary office laptop without a graphics card	Qwen3.5-2B locally + free cloud for long calls	Notes stay private on the PC; the cloud handles a long call in a minute or two.
Laptop or PC with a 4 GB+ graphics card	Qwen3.5-4B; with 8 GB+ you can try Qwen3.5-9B	Full minutes without the cloud; a long call takes 7–10 minutes.
Many long calls, speed matters	DeepSeek Flash as the long-call model	Best result in the tests; a long call takes 1–2 minutes and costs cents.
Free and fast, data not secret	Gemini Flash-Lite	One of the best free models, but the free tier trains on your data.
Working from Russia or China	DeepSeek, GLM-4.7-Flash, local models	Available without a VPN; Gemini, Groq and OpenAI don’t work there.
A company with data requirements	Own server + local AI on the server or company keys through the server	Employees don’t hold keys; everything stays on the company’s infrastructure.

WHERE IT RUNS

PC, phone and a pocket recorder

WINDOWS · MACOS

PC app

The main place for work and processing: local AI, call recording with system sound, autostart, notifications. Your computer is the server — data doesn't go to anyone else's servers.

ANDROID

Phone app

Voice notes, tasks, lists, reminders, team chats. Processing through cloud AI or through your PC: paired by QR code, synced over the local network, everything available offline.

OPTIONAL

M5Stack Cardputer recorder

Press a key and speak — no phone needed. Choose type, project and deadline right on the device, see lists and tasks on the screen, reminders with sound. Transfer over Wi-Fi or Bluetooth.

Languages	Interface and speech recognition: English, German, Russian, Chinese. Emails in the recipient's language.
Without internet	Recording, tasks and lists always work; with local AI, so does all the processing.
No subscription	Solo is free; the team licence is bought once. AI is local or free cloud models; paid services are added only if you decide so.

WHO IT IS FOR

People with many conversations and little time to sort them out

WHO	WHAT THEY GET
Freelancer, consultant, expert	Minutes of every client call, tasks and deadlines per project, email drafts, personal lists — all on their own laptop, for free.
Studio, agency, engineering team	Shared projects and Gantt, tasks from meetings with owners assigned, chats next to tasks, their own server under the company's control.
Manager	An overview of every project: what is overdue, where the risk is, what matters most now. Agreements from meetings don't get lost.
Companies with data requirements	Processing on their own hardware, "Local AI only" mode, encryption on the server, work where Western clouds are unavailable.

Not a subscription: buy once, use forever

SOLO

Free

Every feature for one person: recordings, calls, tasks, projects, Gantt, local and cloud AI, phone and recorder.

TEAM 5

up to 5 people

For a small studio or project group.

TEAM 15

up to 15 people

For an agency or a department.

UNLIMITED

no limit

For a company of any size.

- **One-time purchase, perpetual licence.** No monthly payments.
- **Updates are free** — for both the app and the team server.
- **One licence per company,** not per seat: the admin activates the key on the team server.

- **Team grown?** Move to a licence for more people; data and settings stay.
- **No activation server:** the licence never needs re-confirming, and your work does not depend on the developer.
- **Your own server:** the only extra cost is renting a VPS — or use a computer in the office.



Every conversation ends with a plan

Record your next client call in Viato and compare the minutes with what you remembered yourself.

Solo — download and use for free

A demo on your own data

Help setting up the team server