AcceleratorApp
Software for Accelerator & Incubators

2026 EDITION

The AI Mentor Intelligence Guide

Stop losing what your mentors know.

A practical guide to importing transcripts, reading AI session recaps, and using relationship intelligence to make your mentorship program more effective.

The Knowledge Problem

An hour of real insight gets shared in a mentor session. Then the call ends.

The mentor remembers some of it. The founder remembers some of it. The program team has no record at all. The next mentor assigned to that startup starts from zero. Two cohorts later, the program manager cannot say which mentor-startup pairings worked, which stalled, or what the program's mentorship actually produced.

This is not a mentorship problem. It is a capture and continuity problem.

> "The knowledge stays in your program instead of leaving with the call."

AI mentor intelligence addresses it by importing your call transcripts and turning them into session recaps, action item logs, and a picture of how each mentor-startup relationship is developing over time.

> **WHAT THIS GUIDE COVERS**
>
> Importing transcripts from Zoom and other tools. Reading session recaps and action items. Using the pre-session recap. Understanding the relationship summary. Spotting and addressing expertise gaps. Measuring mentorship effectiveness.

Importing Transcripts

AI mentor intelligence works from transcripts. Getting them into the platform is the first step.

TRANSCRIPT SOURCES

Zoom generates a transcript automatically if transcription is enabled in the meeting settings. Other tools (Teams, Google Meet, Loom) have similar settings. If your mentors record calls in a tool that does not auto-transcribe, most have an export option that produces a text file.

IMPORT CHECKLIST

- [ ] Enable automatic transcription in your meeting tool's settings (Zoom: Settings > Recording > Automated transcripts)
- [ ] Export the transcript as a text or VTT file after the session
- [ ] Open the session record in AcceleratorApp
- [ ] Use the import transcript action and upload the file
- [ ] Wait for the AI to process it: summary, action items, and missed points appear within minutes

> SET IT UP FIRST
>
> **Enable automatic transcription before the cohort starts, not after.** Retroactively enabling transcription means your first few sessions have no transcript. Enabling it as part of your cohort setup ensures you capture every session from day one.

Reading the Session Recap

After importing a transcript, the AI produces three things: a session summary, action items, and missed discussion points.

OUTPUT 01	OUTPUT 02	OUTPUT 03
Session summary	**Action items**	**Missed discussion points**
A concise narrative of what was discussed, decided, and focused on. Not a verbatim transcript.	Specific next steps, attributed to whoever committed to them: mentor or founder.	Topics raised during the call but not resolved or fully explored.

READING THE RECAP CHECKLIST

- [ ] Check the action items are attributed correctly (mentor vs founder)
- [ ] Review missed discussion points as potential agenda items for the next session
- [ ] Confirm the summary reflects the actual substance of the call
- [ ] Flag anything materially wrong for a quick correction before sharing

> THE MOST ACTIONABLE OUTPUT
>
> **Missed discussion points are the most actionable output.** A topic that was raised and not resolved is a specific thing you can direct the next session toward. They show up because the AI is reading for unresolved threads, something a human note-taker typically misses.

The Pre-Session Recap

Before each new session, the AI generates a recap synthesized from all previous sessions, notes, and evaluations for that mentor-startup pairing.

This is the output that changes the dynamic of the mentorship. A mentor walking into session four with a synthesized briefing on sessions one through three does not spend the first fifteen minutes reconstructing context. They walk in focused.

WHAT THE PRE-SESSION RECAP CONTAINS

- Follow-up todos from previous sessions that have not been closed
- Discussion points that were missed or unresolved in past sessions
- Suggested focus areas for today based on the relationship history

PRE-SESSION RECAP CHECKLIST

- [ ] Send the recap to the mentor 24 hours before the session (or make it available in their portal)
- [ ] Review it yourself before any coaching conversation with the startup
- [ ] Use the suggested focus areas as a starting point, not a script
- [ ] Note whether previous action items were closed in the session log after the call

> TWO MINUTES, NOT AN HOUR
>
> **The mentor does not need to read old notes to use this.** The recap is designed to be read in two minutes. Its value is the synthesis: not a list of everything that happened, but the threads that still matter going into the next session.

The Relationship Summary

Across sessions, the AI builds a summary of how the mentor-startup relationship is developing.

This is the output that gives program staff visibility into what mentorship is actually producing across the cohort, without attending a single call.

J. Okafor × Meridian Bio — 5 SESSIONS · 11 WEEKS

WHAT THEY HAVE HELPED WITH

Pricing model redesign, first enterprise sales motion, board deck narrative.

WHAT HAS IMPROVED

Sales cycle assumptions are now grounded in two live pilots rather than estimates.

OUTSTANDING RISKS

Hiring plan still unresolved across 3 sessions. No technical co-lead identified.

SUGGESTED NEXT ACTIONS

Bring the hiring conversation forward; review the pilot-to-contract path.

UNTOUCHED EXPERTISE AREAS

Mentor has scaled a 40-person finance team. Not yet applied to this startup.

THE MOST URGENT SIGNAL

Outstanding risks are the most urgent signal. When a risk has appeared across two or three sessions with no resolution, that is a specific conversation to have with the startup.

Spotting Expertise Gaps

Every mentor comes in with a set of expertise areas. Not all of them get used.

The relationship summary surfaces which of a mentor's expertise areas have not been applied to their startup. This is one of the most practical outputs: a specific, actionable gap that you can address in the next session.

> "Your mentor has deep GTM experience. Have you covered your distribution strategy with them yet?"

EXPERTISE GAP CHECKLIST

- [ ] Review untouched expertise areas for each pairing at least once per program cycle
- [ ] When a gap matches a current challenge, raise it directly with the startup
- [ ] Do not surface every gap: focus on the ones that match current work
- [ ] Track whether the gap closes in subsequent sessions

THE DOOR HAS TO OPEN

The mentor may not realize they have relevant expertise to apply. A mentor who has scaled a finance team might not volunteer that knowledge unless a startup's hiring conversation opens the door. Surfacing the gap to the mentor as a suggested focus is usually enough.

Measuring Mentorship Effectiveness

For the first time, program managers can see what their mentorship is producing across the full cohort.

PROGRAM-LEVEL SIGNALS TO TRACK

Sessions with action items closed by the following session	Follow-through
Pairings with outstanding risks across multiple sessions	Intervention
Expertise gaps flagged at mid-program being addressed by program end	Gap closure
Relationship summaries showing "what has improved" by program close	Progress

WHAT GOOD MENTORSHIP LOOKS LIKE IN THE DATA

Session-to-session action item closure is high. Risk flags are addressed within one to two sessions of surfacing. Expertise areas relevant to current startup challenges are being used. Relationship summaries show measurable progress.

> DIRECT, DO NOT SURVEIL
>
> **Use the data to direct, not to surveil.** The goal is not to monitor mentors. It is to direct attention where it adds value and to surface the pairings that need a nudge before the program ends.

Working With Mentors on This

Mentors do not need to change how they run their sessions. They just need to know what the AI produces for them.

COMMUNICATING THIS TO MENTORS

- [ ] Tell mentors before the cohort starts that sessions will be transcribed and that they will receive a pre-session recap
- [ ] Explain the pre-session recap at onboarding: two minutes tells them what was unresolved and suggested focus areas
- [ ] Give them access to their own relationship summary so they can see what the AI shows them producing
- [ ] Invite them to correct the summary if something is materially wrong

WHAT MENTORS TYPICALLY SAY

The most common response is that it removes the anxiety of walking into a session cold after a two-week gap. The second most common is that the missed discussion points resurface things they had intended to follow up on and forgot.

> A BENEFIT, NOT OVERSIGHT
>
> **The pre-session recap is a mentor benefit, not an oversight mechanism.** Position it that way when you introduce it. Mentors who use it are more effective, and that is the case to make.

Setup Checklist

The fastest setup is one cohort, one mentor, one transcript.

- [ ] Enable automatic transcription in your meeting tool before the cohort kicks off
- [ ] Run your first mentor session and export the transcript
- [ ] Import it into AcceleratorApp and read the first session recap
- [ ] Share the pre-session recap with the mentor before their second session and ask for feedback
- [ ] After session three, open the relationship summary and check whether it reflects your read of the pairing
- [ ] Roll out to the full cohort once you have calibrated on the first pairing

START WITH ONE

One pairing is enough to evaluate the value. You do not need to import every transcript from every mentor before you know whether this is useful. Start with one pairing that you know well and see whether the AI's read matches yours.

About AcceleratorApp

AcceleratorApp is a program management platform trusted by 200+ organizations across 6 continents, including Start It @KBC, SparkLabs, German Accelerator, Startup Braga, and MBC Africa.

It manages the full mentor and program lifecycle in one connected system: application intake, AI application scoring, multi-stage review, mentor matching and scheduling, AI mentor intelligence, cohort management, milestone tracking, events, community, AI reporting, and AI translation.

HIGHLIGHTS

- 2,000,000+ applications processed
- 6,000+ program managers
- ISO 27001 certified
- GDPR compliant
- Live in 1 to 2 weeks
- Full migration included
- Plans from $499 per month

GET STARTED

Book a demo: acceleratorapp.co/en/demo

See pricing: acceleratorapp.co/en/pricing

Contact: support@acceleratorapp.co

ONE CONNECTED SYSTEM

- Application intake with AI application scoring
- Multi-stage review and mentor matching
- Mentor scheduling and session management
- AI mentor intelligence: recaps, pre-session briefings, relationship summaries
- Cohort management and milestone tracking
- Events and community
- AI reporting and AI translation

> From the first application to the last session recap, the mentor record stays in one place, so no insight, action item, or relationship lives only in someone's inbox.

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Ready to see what your mentorship is actually producing?

A 30-minute demo tailored to your mentor program, session cadence, and relationship reporting.

Book a demo · acceleratorapp.co/demo

See pricing · acceleratorapp.co/pricing

acceleratorapp.co · ISO 27001 certified · Used by 200+ programs globally