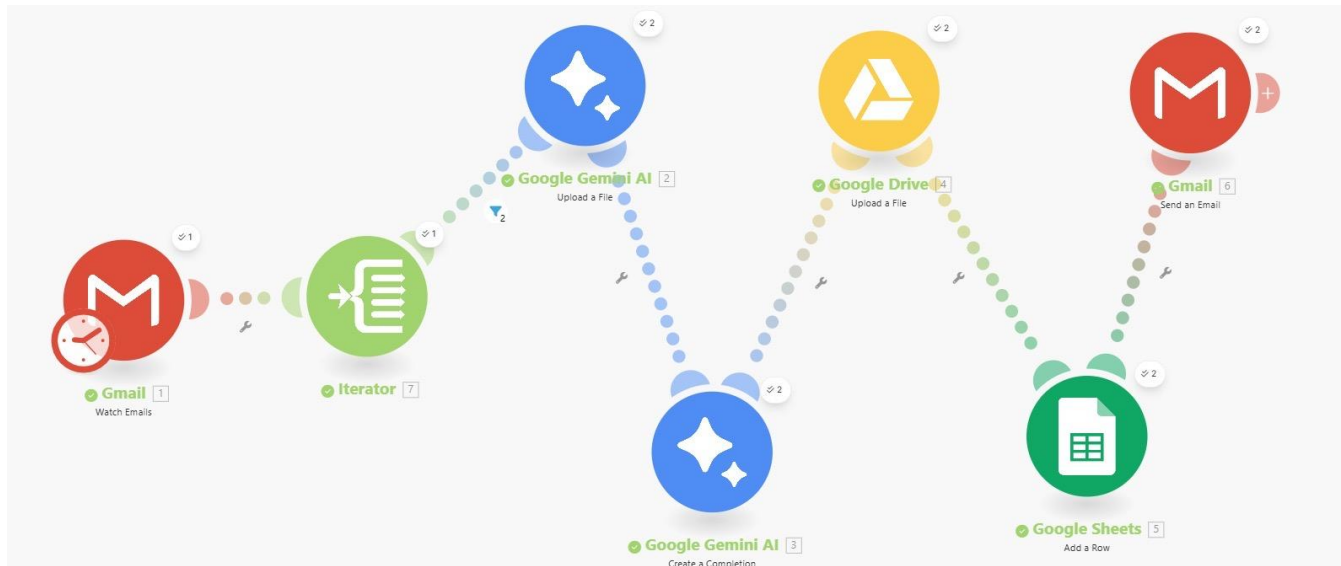




Scope of Work:

- Monitor Gmail for incoming emails with attachments
- Download and iterate through all attachments
- Use ChatGPT (via OpenAI API) or Claude to review the attachment content (PDFs, DOCX, XLSX, CSV)
- Generate a short, descriptive filename based on file content
- Rename the attachment accordingly
- Upload the renamed file to a specific Google Drive folder
- Log the results (timestamp, original filename, new filename, file type) in Google Sheets
- Send an optional summary email after each file is processed

Deliverables:

- Fully functional **Make.com** scenario

Integration with:

- Gmail
- Google Drive
- Google Sheets
- OpenAI (ChatGPT) or Claude

Clean and modular scenario design