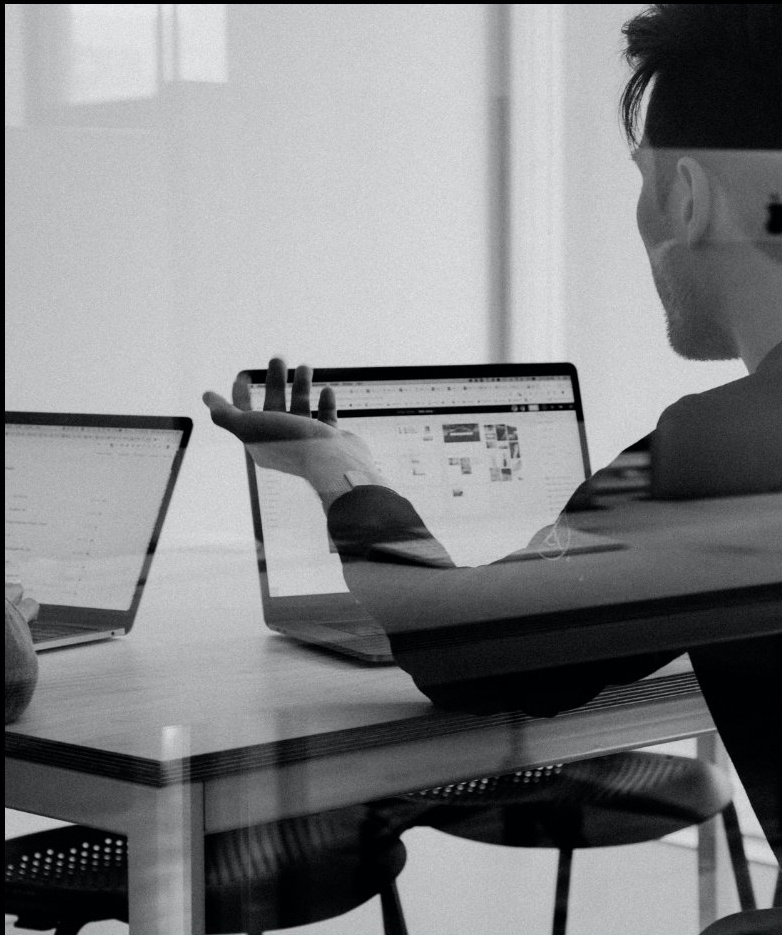


The background image shows a modern office environment. In the foreground, a semi-transparent white rectangular box contains the title and subtitle. Behind the box, several people are visible working at desks with laptops. The office has large windows and modern lighting. The overall tone is professional and tech-oriented.

# MeetGist

## *The Innovative Meeting Summary & Decision Tracker*

An AI-powered tool that transcribes audio, generates synthetic meetings, and summarizes key decisions to enhance productivity and decision-making in business environments.



## Introducing the Meeting Summary & Decision Tracker

The Meeting Summary & Decision Tracker is an innovative AI-powered tool designed to enhance productivity and decision-making in business environments. By leveraging advanced AI technologies, this application transcribes audio, generates synthetic meetings, and summarizes key points, providing users with a structured overview of their meetings.

# Key Features

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## AUDIO TRANSCRIPTION

Leverage advanced AI models for high-accuracy transcription with multi-speaker detection and diarization, supporting any audio file length without chunking.



## SYNTHETIC MEETING GENERATION

Simulate realistic meeting scenarios using IBM Granite AI, with customizable parameters like number of speakers and meeting duration, and predefined templates.



## SUMMARY GENERATION

Extract key decisions and action items from transcripts using IBM watsonx.ai, providing concise summaries that focus on the main points discussed.

**THESE KEY FEATURES EMPOWER USERS TO STREAMLINE MEETING WORKFLOW, IMPROVE DATA ACCESSIBILITY, AND ENHANCE DECISION-MAKING PROCESSES.**

# Technology Stack

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## STREAMLIT

Streamlit is used to build the web application interface, providing a user-friendly platform for the Meeting Summary & Decision Tracker.



## IBM GRANITE AI

IBM Granite AI is leveraged to generate realistic synthetic meeting transcripts for testing and demonstration purposes.



## ASSEMBLYAI

AssemblyAI's advanced AI models are utilized for high-accuracy audio transcription, including multi-speaker detection and diarization.



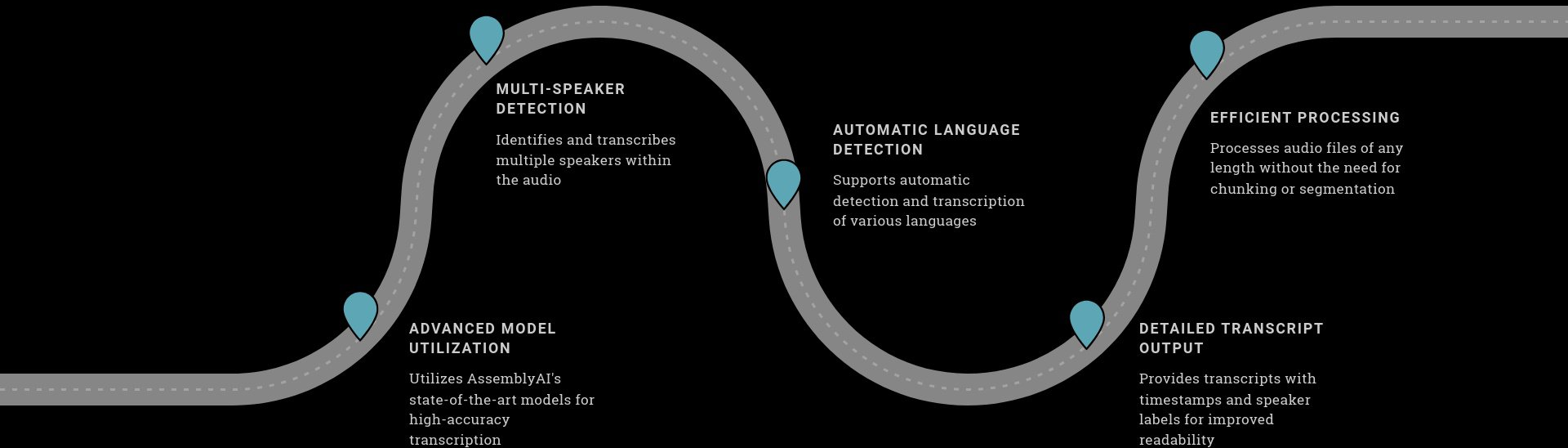
## SUPABASE

Supabase is the chosen database management system, providing a scalable and reliable solution for storing and retrieving meeting data.

THE MEETING SUMMARY & DECISION TRACKER LEVERAGES A ROBUST TECHNOLOGY STACK TO DELIVER ADVANCED FEATURES AND ENSURE A SCALABLE, RELIABLE, AND USER-FRIENDLY APPLICATION.

# Audio Transcription

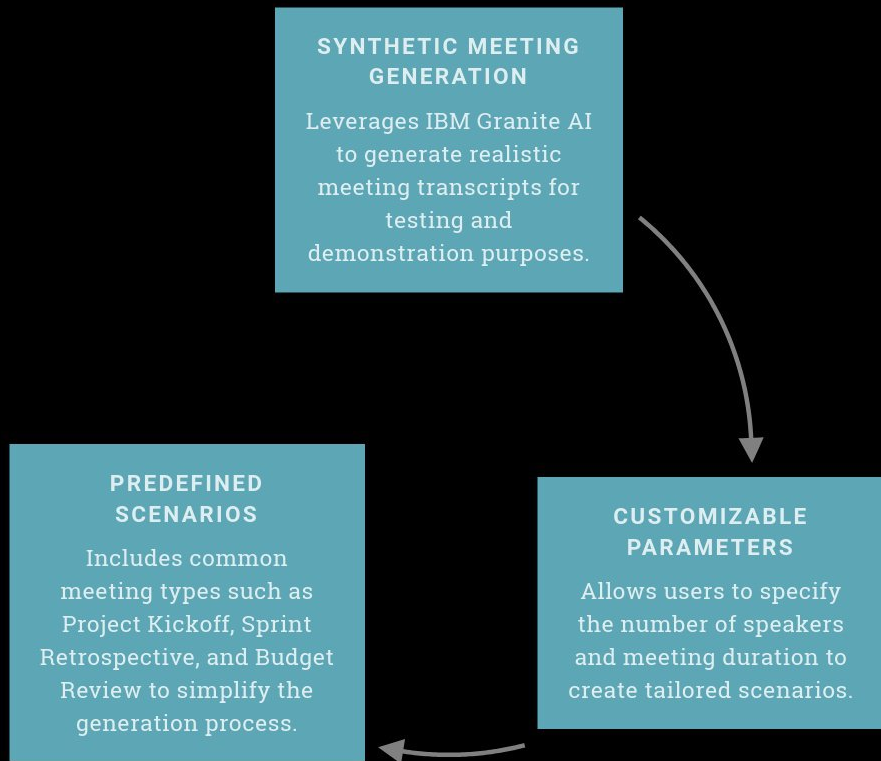
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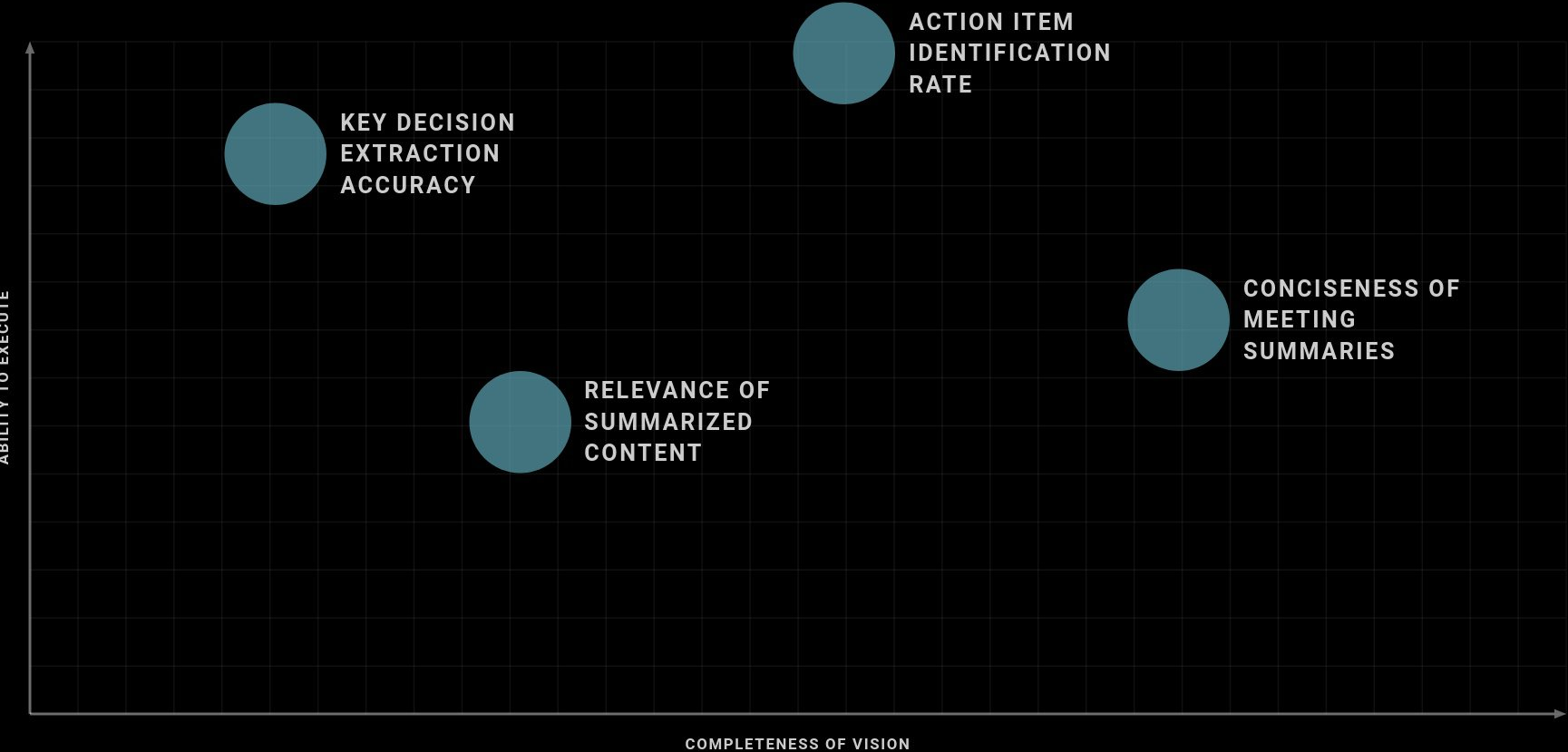


# Synthetic Meeting Generator

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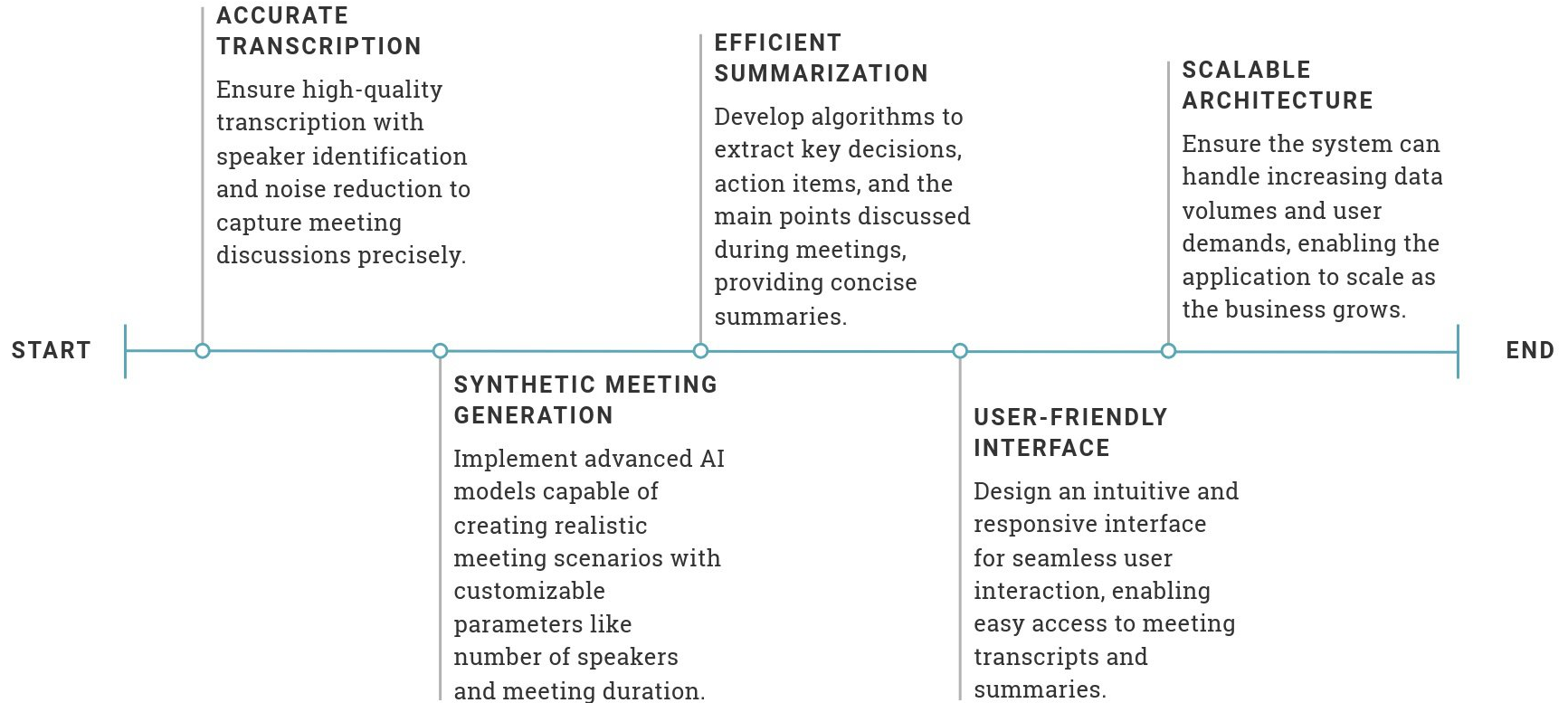


# Summary Generation



# Major Requirements

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# Project Goals



## IMPROVE DATA ACCESSIBILITY

Provide users with a centralized repository for meeting data, making it easy to access, review, and share meeting information across the organization.

## ENHANCE MEETING PRODUCTIVITY

Streamline the meeting process by automating transcription, summarization, and decision tracking, enabling users to focus on the discussion rather than note-taking.

## AUTOMATE MEETING SUMMARIZATION

Leverage advanced AI algorithms to automatically extract key decisions, action items, and insights from meeting transcripts, saving time and ensuring no important details are missed.

## FACILITATE DECISION TRACKING

Maintain a structured record of meeting decisions and action items, allowing users to follow up on commitments and ensure accountability.

## ENSURE SCALABLE DEPLOYMENT

Design a robust and scalable architecture that can accommodate increasing data volumes and user demands, ensuring the application remains reliable and efficient as it grows.

## EXPAND LANGUAGE SUPPORT

Enable the application to handle transcription and summarization in multiple languages, catering to the diverse communication needs of global organizations.