

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



AUDIO TRANSCRIPTION

Leverage advanced AI models for highaccuracy 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



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.



ASSEMBLYAL

Assembly AI'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

MULTI-SPEAKER DETECTION

Identifies and transcribes multiple speakers within the audio

ADVANCED MODEL UTILIZATION

Utilizes AssemblyAI's state-of-the-art models for high-accuracy transcription

AUTOMATIC LANGUAGE DETECTION

Supports automatic detection and transcription of various languages

EFFICIENT PROCESSING

Processes audio files of any length without the need for chunking or segmentation

DETAILED TRANSCRIPT OUTPUT

Provides transcripts with timestamps and speaker labels for improved readability

Synthetic Meeting Generator

SYNTHETIC MEETING GENERATION

Leverages IBM Granite AI
to generate realistic
meeting transcripts for
testing and
demonstration purposes.

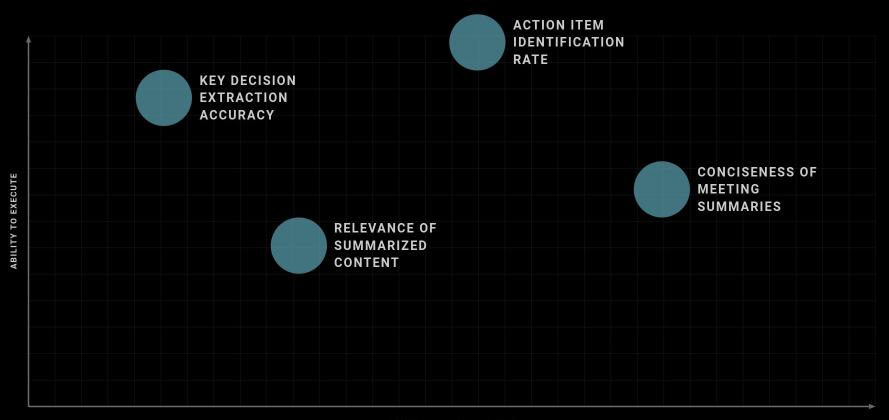
PREDEFINED SCENARIOS

Includes common meeting types such as Project Kickoff, Sprint Retrospective, and Budge Review to simplify the generation process.

CUSTOMIZABLE PARAMETERS

Allows users to specify the number of speakers and meeting duration to create tailored scenarios.

Summary Generation



Major Requirements

ACCURATE TRANSCRIPTION

Ensure high-quality transcription with speaker identification and noise reduction to capture meeting discussions precisely.

EFFICIENT SUMMARIZATION

Develop algorithms to extract key decisions, action items, and the main points discussed during meetings, providing concise summaries.

SCALABLE ARCHITECTURE

Ensure the system can handle increasing data volumes and user demands, enabling the application to scale as the business grows.

START

SYNTHETIC MEETING GENERATION

Implement advanced AI models capable of creating realistic meeting scenarios with customizable parameters like number of speakers and meeting duration.

USER-FRIENDLY INTERFACE

Design an intuitive and responsive interface for seamless user interaction, enabling easy access to meeting transcripts and summaries.

END

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.