

# Miniproject (Meetscribe)

## SRS Document

1. Problem Statement:- Teams and organizations often struggle with maintaining accurate records of meetings. Manual note-taking is time consuming and error prone. Lack of structured meeting summaries makes decision tracing and accountability difficult.

### 2. Introduction:-

2.1 Purpose:- To automate transcription and speaker diarization of meetings. To provide users with accurate, meeting recordings. To generate minutes of meetings.

2.2 Overview:- Users upload or record meeting audio. System transcribes audio using Whisper ASR and diarizes speakers.

3. General Description:- System is a web based application with backend processing.

Core Components: Audio ingestion, transcription engine, diarization module, dashboard, AI Summarizer.

### 4. Functional Requirements:-

- Upload / record meeting audio.
- Automatic transcription & diarization with speaker labeling.
- Dashboard to view/edit transcripts, play audio, generate summaries.



### 5. Performance Requirements :-

- Transcription accuracy  $\geq 85\%$  for clear audio.
- Support audio files upto 2 hrs
- Dashboard should load transcripts within 3 sec

### 6. Non-Functional Requirements :-

- Usability: ~~Scata~~ Attracting interface for users.
- Scalability: Handle Multiple meetings
- Security: Protect User data

### 7. Schedule & Budget :-

#### Schedule :-

- Phase 1 (2-3 weeks) Audio upload + transcription Module
- Phase 2 (3-4 weeks) Dicorization + Dash board with playback
- Phase 3 (2-3 weeks) AI Summarization + metadata editing features

#### Budget :-

- Cloud, compute & Storage  $\sim 4,500$  to  $10,000$  Rs / month
- Development tools & API's (Whisper, Dicorization, LLM)  $\sim 10,000$  to  $15,000$  Rs / month
- Total (MVP)  $\sim 40,000$  to  $60,000$  Rs / month.