

# 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 their meeting audio. System transcribes audio using Whisper ASR and diarizes speakers.

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

Cone 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 summary.

### 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: 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) Diarization + Dashboard with playback
- Phase 3 (2-3 weeks) AI Summarization + metadata existing features

#### Budget :-

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