

## 4. Meeting Summarizer

### Objective:

Transcribe meeting audio and generate action-oriented summaries.

### Scope of Work:

- Input: Meeting audio files
- Output: Text transcript + summary + action items
- Optional frontend to upload audio & view summary

### Technical Expectations:

- ASR API integration (Google, Azure, OpenAI Whisper, etc.)
- Backend to store & process data
- LLM for summary generation

### LLM Usage Guidance:

- Summarize transcript, highlight key decisions, generate tasks
- Prompt example: *"Summarize this meeting transcript into key decisions and action items."*

### Deliverables:

- GitHub repo + README
- Demo video

### Evaluation Focus:

- Transcription accuracy, summary quality, LLM prompt effectiveness, code structure