

Meeting Minutes Management System

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- Important meetings take place in your office every day. These meetings' decisions can cost a lot of time and money, and they can even change people's careers. With so much at risk in meetings, it's no surprise that meeting minutes are highly valued.
- Meeting minutes serve as a record of what was discussed and resolved at the meeting, as well as what actions must be taken, by whom, and when.
- So an Automated Meeting Minutes Management system effectively keep,manage and generate meeting minutes from meeting.

PROBLEM STATEMENT

- In the current meeting setup, tracking past meeting record is very difficult.
- Informing other members about meeting is difficult in traditional meeting setup.
- There is no efficient way to save attendance digitally.
- Speech and conclusions are recorded manually.
- Build up final conclusion from speech by manually analysing content of the speech.
- Manually Generate Meeting minutes from conclusion.

PROPOSED SYSTEM

- The proposed system Provides separate accounts for meeting organizer and other members in the meeting
- Admin or organizer generates next meeting details and notify other members in the organization about meeting.
- Members of this system can see past events, meeting minutes, Agenda and conclusions.
- From speech recognition this system automatically generates conclusion about that section.
- From using conclusions and the details in the system it generates meeting minutes
- We can also keep attendance in the system.

① FREQUENCY BASED SUMMARIZATION

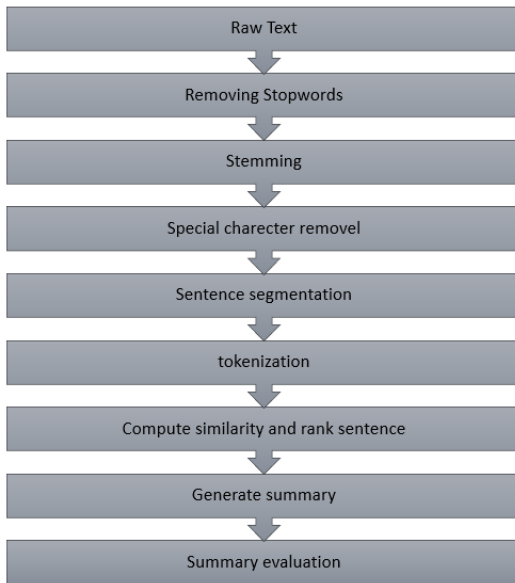
② SUMMARIZATION USING COSINE SIMILARITY

- measures cosine of the angle between vectors.
- Input Text → split into sentences → remove stop words → build a similarity matrix → generate rank based on matrix → pick top N sentences for summary.

③ LUHN ALGORITHM

- Luhn's algorithm is an approach based on TF-IDF.
- Select most important words based on frequency.
- $\text{Score} = (\text{Number of meaningful words})^2 / (\text{Span of meaningful words})$.

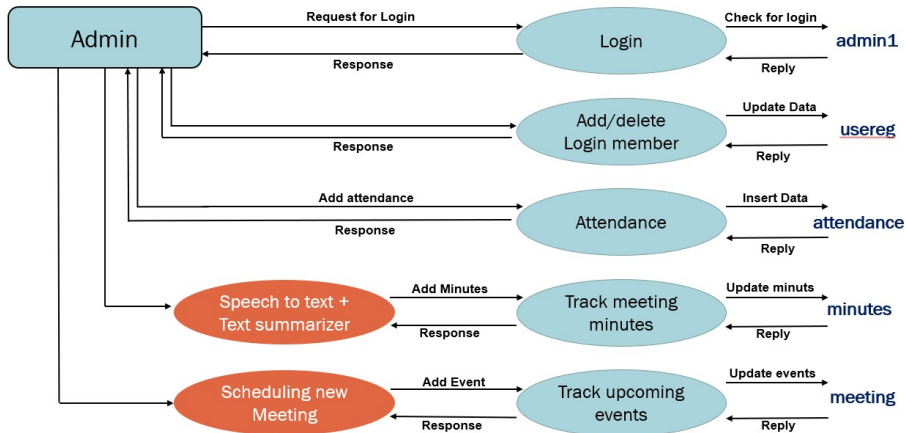
SUMMARIZATION ARCHITECTURE



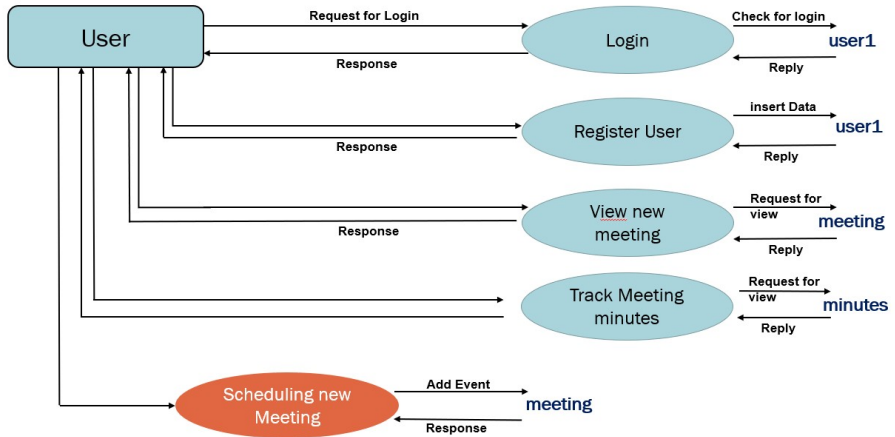
TECHNOLOGIES USED

- Django.
- Python.
- Web speech API
- Html.
- Javascript.
- CSS.
- Rest framework
- Bootstrap

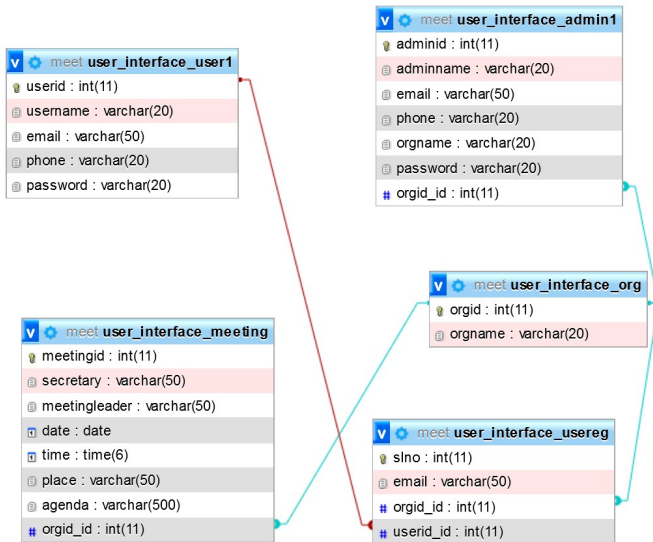
ADMIN SIDE DFD



USER SIDE DFD



Database Design



Output from speech to text module.



Notes:

i am glad to welcome all board members to the 3rd meeting of the HCL. thank you for being present in this meeting.
if we are all here,lets get started.first of all i had like you to please join me in welcoming nithin.

thank you for having me today,i am looking forward to today's meeting.

no problem,nithin. ok so are there any aplogies for absence for today's meeting, kiran?

yes,bos navya is on medical leave being admitted to the hospital since yesterday because of contraction. while jesbin is on business trip for the joint venture meeting with the company in korea.can i start

Output from text to summary module.

Agenda:

customer support and improve sales strategy based on market shares and advertising

NUMBER OF LINES:

3

GENERATE SUMMARY

second agenda is that improve sales strategy based on market shares and advertising. we should give our rural sales teams more help with advanced customer information reporting. first agenda is that customer support . sales improvement in rural market areas is important. we need to return to our rural base by developing an advertising campaign to focus on their particular needs

ADDED TO MEETING ID:

Meeting ID:19 and Date:May 5, 2022

SUBMIT

Output from meeting minutes showing window.

Meeting Minutes

Date : May 5, 2022

Time : 10:10 a.m.

Place : JK hall,Thrissur

Meeting Leader : Jesbin TJ

Secretary : Nirmal p Kumar

Agenda : customer support and improve sales strategy based on market shares and advertising

Conclusion: : second agenda is that improve sales strategy based on market shares and advertising. we should give our rural sales teams more help with advanced customer information reporting. first agenda is that customer support . sales improvement in rural market areas is important. we need to return to our rural base by developing an advertising campaign to focus on their particular needs

SCOPE FOR FUTURE ENHANCEMENT

- This system is firstly designed for offline meeting. In the future, we may be able to deploy this idea on online meeting by integrating multiple speeches from the system.also we can apply abstractive text summarization instead of extractive summarization.

REFERENCE I



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THANK YOU