Meeting Minutes Management System

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Outline

INTRODUCTION

- 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.

EXISTING SYSTEM

- 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.

STEPS IN TEXT SUMMARIZATION

1. Raw Text

2. Removing Stopwords

3. Stemming

4. Special character removel

5. Sentence segmentation

6. tokenization

7. Weight computation feature vector

8. Compute similarity and rank sentence

9. Generate summary

10. Summary evaluation

TECHNIQUES USED IN SUMMERIZATION

1. FREQUENCY BASED SUMMARIZATION

2. SUMMARIZATION USING COSINE SIMILARITY
   - measures cosine of the angle between vectors.
   - Input Text $\rightarrow$ split into sentences $\rightarrow$ remove stop words $\rightarrow$ build a similarity matrix $\rightarrow$ generate rank based on matrix $\rightarrow$ pick top N sentences for summary.

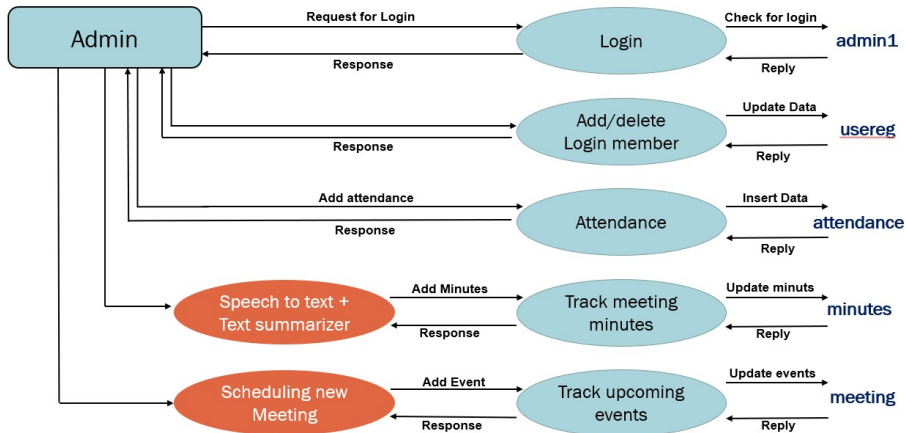3. LUHN ALGORITHM
   - Luhn's algorithm is an approach based on TF-IDF.
   - Select most important words based on frequency.
   - Score = (Number of meaningful words)^2/($Span of meaningful words$).

TECHNOLOGIES USED
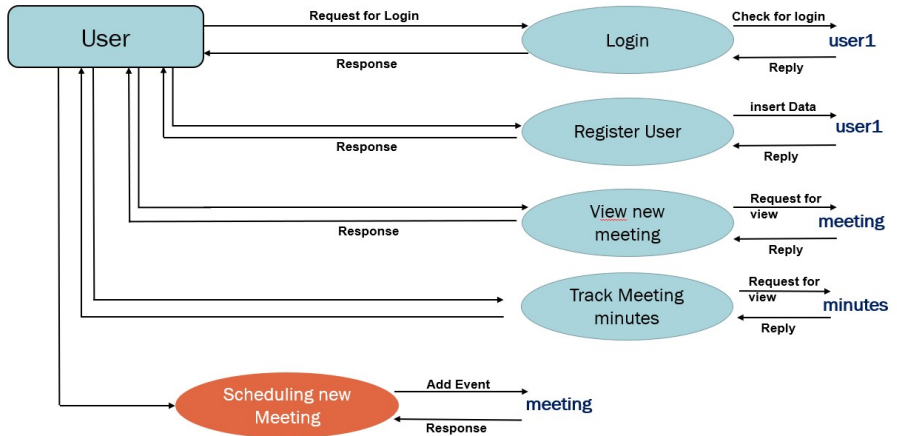
- Django.

- Python.

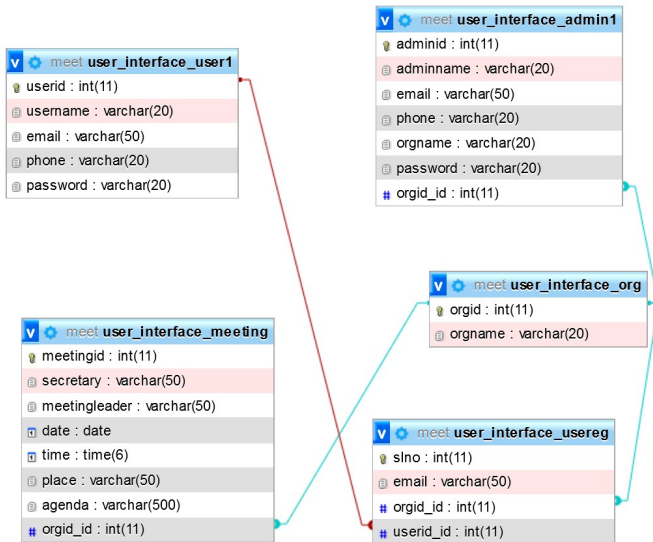- Rest framework

- Html.

- Javascript.

- CSS.

- Git.

- Heroku.

Database Design

COMPLETED TASKS

- User Signup / SignIn functions completed

- Admin Signup / SignIn functions completed.

- Create/edit meeting and meeting view modules completed.

- Add/Delete users to/from organization completed.

- Voice to text module completed

- Text to summarization module completed

- Tracking past meetings completed

ADMIN DASHBOARD

Dashboard

Users
Total Users
81

User ID	Name	Email	Phone
10	Nissim Aguirre	egestas@google.edu	9857276956
7	Renee Alexander	nullam.suscipit.est@google.com	9553629317
17	Beau Hartman	sem.ut@google.couk	8662651902

Org : Sit Amet PC

Totatl Meetings
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Meetings

Meeting Id	Meeting Leader	Secretary	Date	Time	Place	Agenda	Action
2	Audrey Hunter	Ryder Simmons	None	3:05 p.m.	Gurgaon	agenda items here	VIEW
14	Jonah Holt	Holmes Galloway	None	9:13 a.m.	Ambala Sadar	agenda items here	VIEW
16	Lucy Delaney	Yvonne Witt	April 14, 2022	4:25 p.m.	Hazaribag	agenda items here	VIEW
19	Harrison Morse	Oliver Green	None	8:15 a.m.	Dehri	agenda items here	VIEW

	Meetings								ADD NEW
Meeting Id	**Meeting Leader**	**Secretary**	**Date**	**time**	**place**	**Agenda**			**Action**
2	Audrey Hunter	Ryder Simmons	None	3:05 p.m.	Gurgaon	agenda items here		EDIT	DELETE
14	Jonah Holt	Holmes Galloway	None	9:13 a.m.	Ambala Sadar	agenda items here		EDIT	DELETE
16	Lucy Delaney	Yvonne Witt	April 14, 2022	4:25 p.m.	Hazaribag	agenda items here		EDIT	DELETE
19	Harrison Morse	Oliver Green	None	8:15 a.m.	Dehri	agenda items here		EDIT	DELETE

MANAGE USERS FROM ADMIN SIDE

User id	Name	Email	phone	Action
10	Nissim.Aguirre	egestas@google.edu	9857276956	DELETE
7	Renee Alexander	nullam.suscipit.est@google.com	9553629317	DELETE
17	Beau Hartman	sem.ut@google.couk	8662651902	DELETE

👤 Users   ADD NEW

Sign Up

Username

E-Mail

Phone

Password

Confirm Password

| Register | Home |

Sign Up   **Sign In**

E-Mail
sem.ut@google.co.uk

Password
..

Sign In

Home

USER DASHBOARD

Dashboard

Account summary

Totatl Meetings
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👤 Meetings

Organization	Meeting Leader	Secretary	Date	Time	Place	Agenda	Action
Sit Amet PC	Audrey Hunter	Ryder Simmons	None	3:05 p.m.	Gurgaon	agenda items here	VIEW
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Sit Amet PC	Harrison Morse	Oliver Green	None	8:15 a.m.	Dehri	agenda items here	VIEW
Vehicula Industries	Mark Horne	Inez Ashley	None	9:50 a.m.	Bareilly	agenda items here	VIEW
Vehicula Industries	Eliana Pratt	Cain Fischer	None	2:43 p.m.	Chandigarh	agenda items here	VIEW

📄 K. Agrawal
Legal Case Summarization: An Application for Text Summarization
2020 International Conference on Computer Communication and Informatics (ICCCI)

📄 H. Liu and O. Hoeber
A Luhn-Inspired Vector Re-weighting Approach for Improving Personalized Web Search
2011 IEEE/WIC/ACM International Conferences on Web Intelligence and Intelligent Agent Technology, 2011

📄 J. N. Madhuri and R. Ganesh Kumar
"Extractive Text Summarization Using Sentence Ranking"
2019 International Conference on Data Science and Communication (IconDSC)

THANK YOU