

# 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.

# 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.

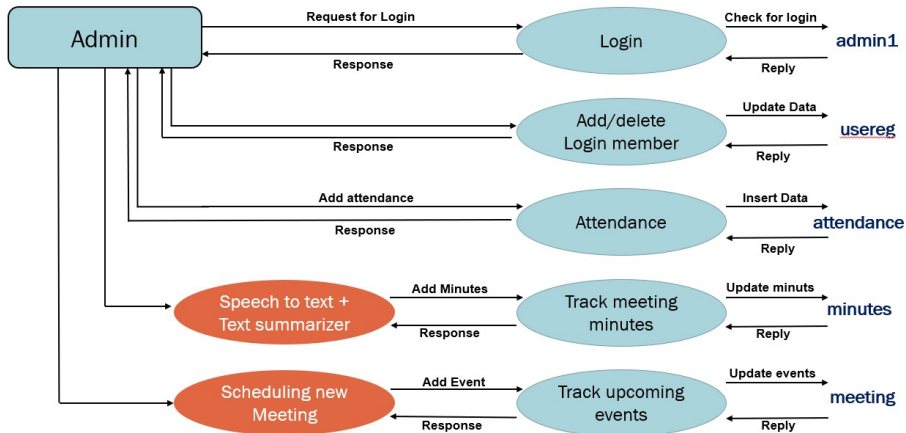
# PROPOSED SYSTEM

- 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.

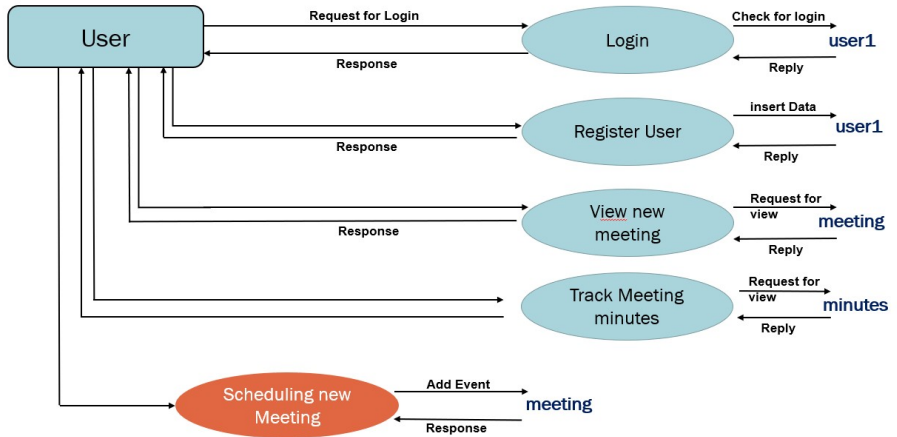
# TECHNOLOGIES USED

- Django.
- Python.
- Rest framework
- Html.
- Javascript.
- CSS.
- Git.
- Heroku.

# ADMIN SIDE DFD



# USER SIDE DFD





# COMPLETED TASKS

- Text preprocessed and find out summary using frequency based algorithm and Luhn algorithm.
- Text preprocessed and find out summary using Cosine similarity.
- User Login and Registration modules completed.
- Admin Login and Registration modules completed.
- create meeting and meeting view modules completed.
- User add module completed in admin side

# ADMIN LOGIN and USER LOGIN

Meeting Minutes Management | Administration

Login

Username

amal

Password

...

Login

# ADMIN LOGIN and USER LOGIN

The screenshot displays the login interface for the Meeting Minutes Management System. At the top, a blue header bar contains the system name. Below this, a navigation bar offers 'Registration' and 'Login' options. The main login area is a red box with a blue 'Login' title bar. It includes input fields for 'Username' (containing 'amal') and 'Password' (masked with dots), followed by a 'Login' button. A link for new users is at the bottom.

Meeting Minutes Management System

Registration Login

Login

Username

amal

Password

...

Login

Not a registered user? Register

# MEETING LIST VIEW

your Meetings

Meeting Details

No	Meeting leader	Date	Time	place	agenda
1	Rajesh		10 a.m.	Kochi	K23 project progress evaluation
2	shyam		11:10 a.m.	Trivandram	Binary project progress evaluation
3	Meera		9:15 a.m.	Kannur	Skyline project progress evaluation

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# CREATE MEETING


## Meeting Details

### Create Meeting


Meeting Leader

Secretary

Date



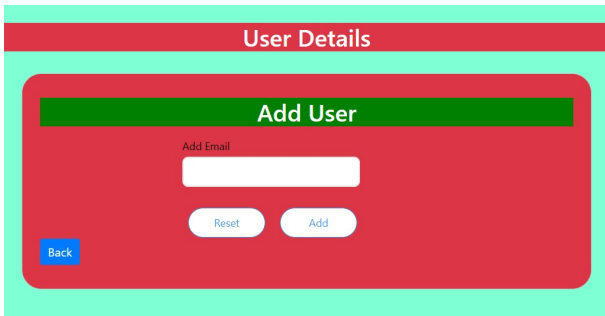
Time



Place

Agenda

# ADD USER



The image shows a web form titled "User Details" with a red header bar. Inside, a red rounded rectangle contains a green header bar with the text "Add User". Below this, the label "Add Email" is positioned above a white text input field. At the bottom of the red rectangle are three buttons: a blue "Back" button on the left, and two white "Reset" and "Add" buttons on the right.

User Details

Add User

Add Email

Back Reset Add

# ADMIN VIEW USER

## Manage Users

### User Emails

Add user

No	Email	Delete
1	jithin@gmail.com	Delete
2	nikhil@gmail.com	Delete
3	linto@gmail.com	Delete
No Events		

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# REFERENCE I



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Legal Case Summarization: An Application for Text Summarization  
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A Luhn-Inspired Vector Re-weighting Approach for Improving  
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*2011 IEEE/WIC/ACM International Conferences on Web Intelligence and Intelligent Agent Technology, 2011*



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*THANK YOU*