Minutes of Meeting

Date & Location	July 25th,2024 , Arihant Office
Attendees	Raja Shekar (Product Manager) Pallavi (Product Manager) Sai Teja (ML Engineer) Prem (ML Engineer) Vishnuvardhan (ML Engineer)
Agenda	Discussed project requirements
Project Updates	The PIL team is currently working on four projects: Anuvad (Deadline: December 2024) - Audio processing with functionalities including: ● Transcription with timestamps ● Summary generation ● Named Entity Recognition (NER) ● Emotion detection ● Gender detection ● Command detection ● Keyword detection Prasikshan (Deadline: November 2024) - Focuses on eight languages and offers features like: ● Speech-to-Text conversion ● Text-to-Speech conversion ● Text-to-Text translation ● Speech-to-Speech translation ● Dubbing functionality ● Important note extraction ● Summarization ● Chat options in various languages

	Sandarbh (Deadline: September 2024) - Details not mentioned in this meeting. Antarbashi (Details to be confirmed) - Audio processing with functionalities including: ● Translation & Transcription ● Summary generation ● Keyword extraction Focus on Houthi Arabic & Somali languages (70% of the Machine Learning aspects are complete in four projects)

Next Steps	● Develop a detailed plan for remaining work, including:
	    ○ Data Flow Diagram
	    ○ Module functionalities
	    ○ Storage needs
	    ○ Hardware requirements
	    ○ API development
	    ○ Testing strategy

Action Items	● Review project folders thoroughly ● Knowledge transfer (KT) sessions for the team within the next two weeks ● Identify two senior software engineers to lead these sessions
Meeting Frequency	Weekly meetings will be held to discuss progress and address any roadblocks.