

Meeting Summary AI Requirements

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Table of Content

- 1 Requirements1**
- 2 Typical Meetings2**
 - 2.1 Small Workshops..... 2
 - 2.2 1:1 Meeting..... 2
 - 2.3 Large Workshops..... 3

1 Requirements

We need our own AI script (python) which generates summaries of meeting transcriptions (written text file).

There are many tools out there which offer the creation of summaries, also chatgpt does it.

However, we are looking for an AI Script with a local LLM installed, therefore we must use an open source LLM. We have a powerful win11 PC with Nvidia Card and Cuda installed.

Technical Requirements

- Must be locally installed and must run also offline
- You must have a Win 11PC with Nvidia Card and CUDA (note: CUDA in the cloud will not work, because there can be compatibility issues). If you fulfill everything but not this point, let me know
- I am using conda. Therefore you must also use conda, so that you can give me exact commands for installations and we don't have problems due to different environments or package managers
- For now there are no special requirements for UX. I simply enter a prompt in conda command manager and pass there also the path to the file to be parsed.

LLM / AI Requirements

- No hallucinations.
- German – The LLM must be suitable for German language. While there are some LLM supporting especially European languages, I don't know whether it is required. In your proposal explain the options
- See the next chapter for a description of typical meetings
- We must be able in the future (not this task) to train the model with our domain in order to improve summaries

Your Proposal with explanations

- What LLM and packages you propose to use?
- And why you propose them?
- What is your time estimation? You offer a fixed price? If yes, please tell the fixed price
- By when could you do it?

2 Typical Meetings

2.1 Small Workshops

Setup

- There is 1 teacher who teaches a topic to several participants.
- The Teacher is identified in the textfile, all others are just marked as speaker02, speaker03 etc.
- 70-80%% of text is from the teacher
- The length of the text protocol is between 10'000 and 15'000 words. However each line also contains the marker of the speaker such as Teacher, Speaker02, Speaker03 etc

Requirements for summary

- Create an overall summary of the workshop that includes the main topics and points covered. This typically includes problem descriptions and recommendations.
- AI must recognize different topics and summarize per topic
- Based on the overall summary, the AI may be asked follow-up questions like "Please give more details about the topic XY."

2.2 1:1 Meeting

Setup

- There is a 1:1 meeting between teacher and student. Student has some problems which are discussed, analyzed and solutions found
- Textfile size between 10'000 and 15'000 words

Requirements for summary

- Summarize the meeting by detailing the issues discussed, the analysis performed, and the solutions found.

2.3 Large Workshops

In general same as "Small Workshops", but participants ask more questions and it is more teaching.

Setup

- There is 1 teacher who teaches a topic to several participants.
- The Teacher is identified in the textfile, all others are just marked as speaker02, speaker03 etc.
- Around 60% of text is from the teacher. Others are questions to the teacher or discussions
- The length of the text protocol is very long, because a workshop usually lasts 1 day. However, we can split up into parts of 10'000 to 25'000 words
- There are extensive discussions and recommendations from the teacher.

Requirements for summary

- Create a summary that highlights the questions asked, the discussions, and the teacher's recommendations.
- Focus on the interactions between participants and the teacher, as well as the topics covered
- Based on the overall summary, the AI may be asked follow-up questions like "Please give more details about the topic XY."