

# Project 3



DACODIO

Meeting  
Summarizer



# Project Team

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# Meetings & Productivity

## Time spent in meetings

In the United States, there are around 55 million meetings held each week. That's at least 11 million per day and over 1 billion per year. This translates to roughly 15% of employee time spent on meetings, with surveys showing that 71% of those meetings are considered unproductive.

Our goal is to help you stop wasting time without missing what's important.

1. Allow employees to skip meetings so they can work on other things.
2. Provide a way to review meetings quickly and not miss critical content.
3. Allow employees to review meeting content in an easy and flexible way.

# Meeting Summarizer



## Review without attending

Find out what the meeting was about by reviewing meeting content in bullet point format.

## Get more information

If you want more information about a bullet point simply select it and click to get more details.

## Many ways to find out more

When seeking more information about a bullet point you can choose to Read more information, listen to that part of the meeting or watch that part of the meeting.



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# Product Demonstration

# Summary



Find out what happened in the meeting without attending.

Get more information about any of the main points of the meeting.

When you want more details you can choose whether to read more, listen to or watch that portion of the meeting.

# References



Zippia - Career Experts (<https://www.zippia.com/advice/meeting-statistics/>)