Meeting Minute Generator using NLP

Objective:  
To develop an automated system that generates concise and well-structured meeting minutes using Natural Language Processing (NLP), thereby reducing manual effort and ensuring consistency in documentation.

Problem Statement:  
Meetings are vital for decision-making and collaboration, yet documenting them manually is often tedious, error-prone, and inconsistent. Important details such as key discussions, decisions, and assigned tasks may be overlooked. As organizations and institutions conduct numerous meetings, the need for an intelligent solution to automate this process has become increasingly important.

Methodology (Brief):  
The proposed system leverages NLP techniques to process meeting transcripts. Speech-to-text modules are used for transcription, followed by text preprocessing and summarization methods to extract relevant information. The output is then organized into a clear and standardized format that highlights key points, decisions, and action items.

Expected Outcome:  
A reliable meeting minute generator that improves efficiency, accuracy, and accessibility of meeting outcomes, offering significant value for corporate, academic, and collaborative environments.