

Summary Report of Work Completed on Day 17

Intelligent Predictive Meeting Minutes Generation and Distribution System:

- Enhanced predictive features to suggest action items and discussion points based on past meeting data.
- Refined algorithms to ensure meeting minutes are concise, actionable, and well-structured.
- Optimized the distribution system for automatic emailing of summaries, with customizable recipient and notification settings.

Decision Support System:

- Collected and analyzed decision-making data to generate better recommendations for future actions.
- Started building a recommendation engine using past decisions to guide future choices.
- Integrated the decision support system with the meeting minutes system for better insight-sharing.

Focused on improving predictive meeting minutes generation and strengthening the decision support system with data-driven recommendations.