Summary Report of Work Completed on Day 7

I reviewed research papers on generating minutes of meetings for online sessions using NLP and ML techniques. The key operations that can be performed on meeting minutes data include:

1. **Automated Generation of Meeting Minutes**:
   - **Transcript Creation**: Automatically generate a transcript of the meeting.
   - **Summarization**: Summarize key points and discussions.
   - **DMC Generation**: Create a Dynamic Meeting Context (DMC) to capture context.
   - **Additional Features**: Incorporate features such as replaying specific segments and enabling early identification of critical points.
2. **Forecasting and Task Duration Estimation**:
   - Using historical data, the system can predict task statuses and estimate the time required for task completion.
3. **AI for Project-Based Agendas**:
   - Given that DMC data is categorized into general and project-specific discussions, AI and LLM can be leveraged for forecasting time delays and assisting in project-based agendas.