Meeting assistant
Writing meeting protocols

Capgemini Hackathon

As a *business meeting organizer*
I want to *automatically record all the discussions and extract the tasks assigned*
So that *I can also actively participate to the discussions without caring of meeting protocols*

Issue

During the business meetings, one of the participants is always responsible for taking notes and summarising the meeting outcomes. Sometimes it is very hard to catch all the discussions, particullary when the responsible person is also active participating.

Also, in the meeting there are tasks or appointments which are decided and they shall be entered in the supporting systems (calendars etc.) after the meeting.

Solution

Video recording of the meeting (with a good audio quality) and use of the video indexing services will allow to have a full transcript of the whole discussion.

The transcript, is to be parsed for certain keywords like task, responsible, next meeting, datum etc. The identification of these keywords will automatically trigger actions like assigning tasks or invitations for meetings. The interface to the personal assistant use case it is to be used.

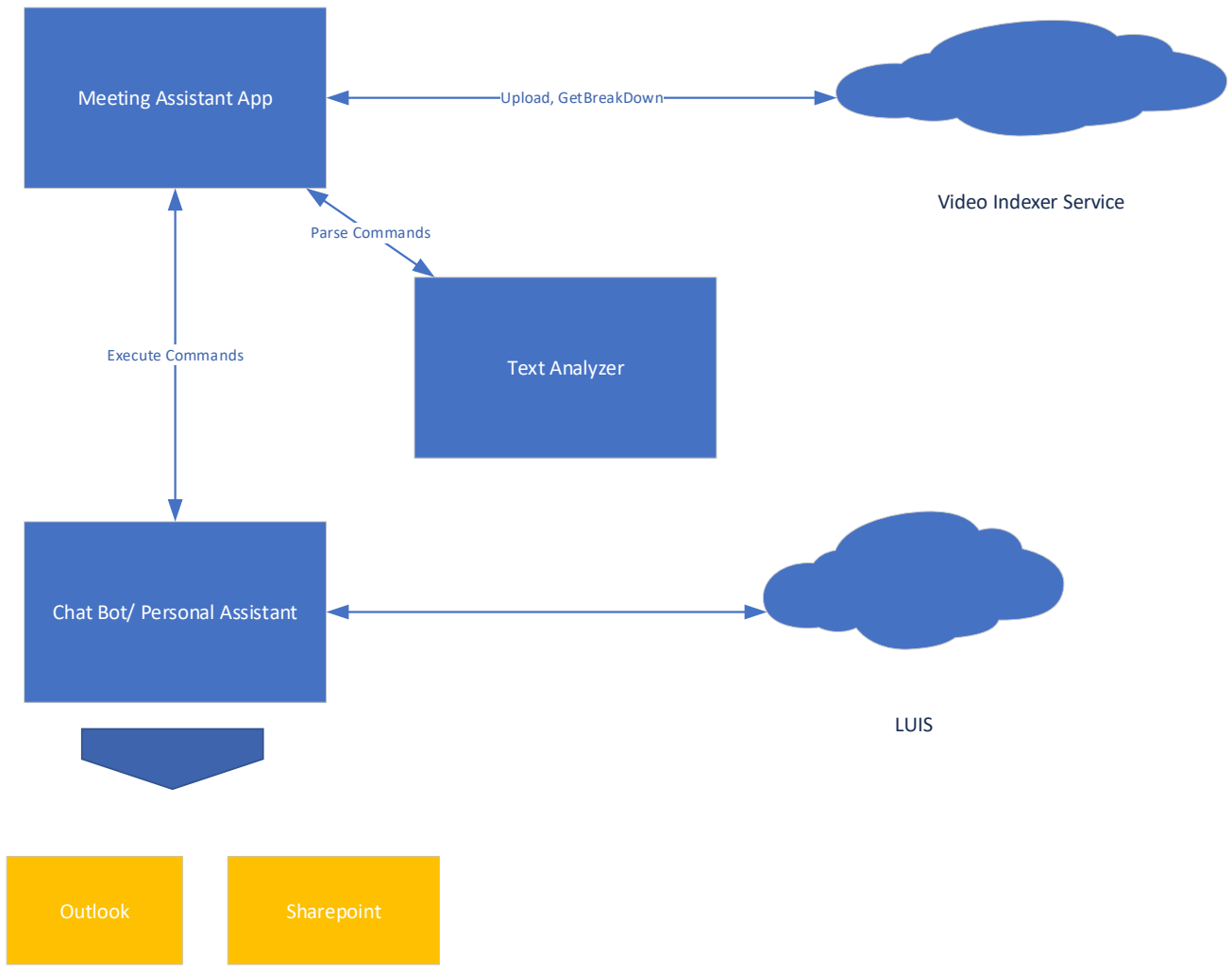
Recommended technologies: Video Indexer

Benefits

The solution offers an automatation of a basic business activity (writing meeting protocols) and increases the quality of this activity.

In this way, the meeting organizer can actively participate to the discussions without caring of writing the protocols.

Meeting Assistant – Big Picture



Meeting Assistant

Suggested Software Components

- **Meeting Assistant App** – Main Component; controls the flow; exposed to the user; Makes calls to the other components /services – TO BE BUILT
- **Video Indexer Service** – Azure Service (preview status); Exposes REST APIs; Called by Meeting Assistant to upload a viseo and get its breakdown
- **Text Analyzer** – It parses the transcript for known commands and returns a list of commands with their arguments (specification phase needed before) TO BE BUILT
- **ChatBot /Personal Assistant** – software service built by another team – executes the commands and sends back execution status. It accesesses the LUIS Service in order to understand the trained commands. It also interfaces diverse other systems like Outlook, Sharepoint etc. for xecuting the commands.

Comments

- Meeting Assistant App can be built either as a desktop application or a Windows Universal App. Also, it can be built like a Azure Logic App which is triggered for example by uploading of the video file on OneDrive or on Sharepoint.
- Accessing Video Indexer API : https://videobreakdown.portal.azure-api.net/docs/services/
- Example for Windows Universal App: https://github.com/Microsoft/Cognitive-Samples-IntelligentKiosk
- Need to define some commands and train LUIS with them. Or take the examples from the other team and built on top of them
- Sample for Azure Logic App : https://docs.microsoft.com/en-us/azure/azure-functions/functions-twitter-email