

Technical Workflow

1 Home page :

Tasks from Meeting Minutes

This Website is integrated with a Generative AI model capable of processing and understanding text data. You can input the meeting minutes in a text format, either by uploading a file or entering text directly.

Upload File

Create MoM

2 Input page:

2.1 File input:

Upload a MoM file

Please upload a file format (.pdf, .txt, .docx) for the Minutes of Meeting (MoM)

Title: File: No file chosen

Submit

Back

2.2 Text input:

Create Minutes of Meeting









Title:

Date:

Location:

Attendees:

3 Task :

Task Table					
Name	Position	Task	Task Description	Deadline	
David Brown	Project Manager	Share detailed project schedule	David Brown will share a detailed project schedule by September 20, 2023.	September 20, 2023	 
Emily Davis	Web Developer 1	Set up development environment	Emily Davis will set up the development environment by September 22, 2023.	September 22, 2023	 
Michael White	Web Developer 2	Set up development environment	Michael White will set up the development environment by September 22, 2023.	September 22, 2023	 
Lisa Green	Designer	Start working on initial design	Lisa Green will start working on initial design concepts and share them by September 25, 2023.	September 25, 2023	 

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4 Task modifications:

4.1 Edit task:

Edit Task

Name:
David Brown

Position:
Project Manager

Task:
Share detailed project schedule

Task description:
David Brown will share a detailed project schedule by September 20, 2023.

4.2 Add task:

Add Task

Name:









Position:

Task:

Task description:

4.3 Delete task:

Task Table

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


4.4 Regenerate task :

Task Table

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Task

tasks (12).xlsx
[Open file](#)

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5 Download task:

Task Table

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Downloads

tasks (12).xlsx
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tasks (12) - Excel

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	A	B	C	D	E	F	G
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