## Lab 5-01: Automating Meeting Notes and Summaries Using Gen AI

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| **Introduction:**  In today’s workplace, meetings often generate a large amount of information that can be hard to process. Employees spend time going through long discussions, extracting action items, and writing follow-up notes. This process is time-consuming and sometimes inaccurate. Generative AI tools like ChatGPT can automate this process by transforming raw meeting transcripts into clear, concise summaries and structured action points.  **Problem Scenario:**  Imagine you are part of a project team meeting where the group discusses progress on a new Mobile Banking App project. The meeting lasts 30 minutes, and the raw transcript is messy, with filler words, repetition, and incomplete sentences. Your task is to use ChatGPT to clean up the transcript, generate professional meeting notes, and extract action items for follow-up.  **Solution:**  **Step 1: Prepare the Meeting Content**   1. Use this sample transcript (copy-paste)   Sarah (Project Manager): Hi everyone, thanks for joining today’s meeting. Let’s start with the status updates on the Mobile Banking App project.  John (Developer): Yeah, so we finished the login authentication feature, including two-factor authentication. But we are facing some issues with the password reset flow; it sometimes does not send the email.  Priya (QA Engineer): Yes, I also tested that and confirmed it is inconsistent. It works in Chrome but fails in Safari.  Sarah: Got it. John, can you fix that by Friday?  John: Yeah, I will check the email service integration and patch it by Friday.  Ahmed (UI/UX Designer): On my side, I have finalized the wireframes for the transaction history screen. I will share them with the team after the call.  Sarah: Great. Priya, please start testing the fund transfer feature next week.  Priya: Sure, I can start Monday.  Sarah: Finally, we need to prepare a client demo scheduled for next Wednesday. Everyone, please make sure your tasks are complete by Tuesday EOD.  **Step 2: Open ChatGPT**   1. Go to chat.openai.com and log in.     **Step 3: Load the Transcript**   1. Copy the meeting transcript above and paste it into ChatGPT.     **Step 4: Generate a Clean Meeting Summary**   1. Paste this prompt in ChatGPT:   Here is a meeting transcript. Please create a clean, professional meeting summary without filler words. Highlight key discussion points.  [Paste transcript here]     1. Expected output:     **Step 5: Extract Action Items**   1. Now ask ChatGPT:   From the transcript, extract all action items with the responsible person and deadline in a bullet list format.     1. Expected output:     **Step 6: Generate Final Meeting Notes**   1. Finally, ask ChatGPT:   Generate professional meeting notes in a format suitable for sharing with the project team. Include summary, decisions made, and action items.     1. Expected output: |