

K.A.M.A.L.A

Rapidhwaj Association of Modern logic, Automation, Learning and career Advancement

MEETING INSIGHTS AND FOLLOW-UP AUTOMATION AGENT

Meetly – AI Meeting Assistant

PRESENTED BY:

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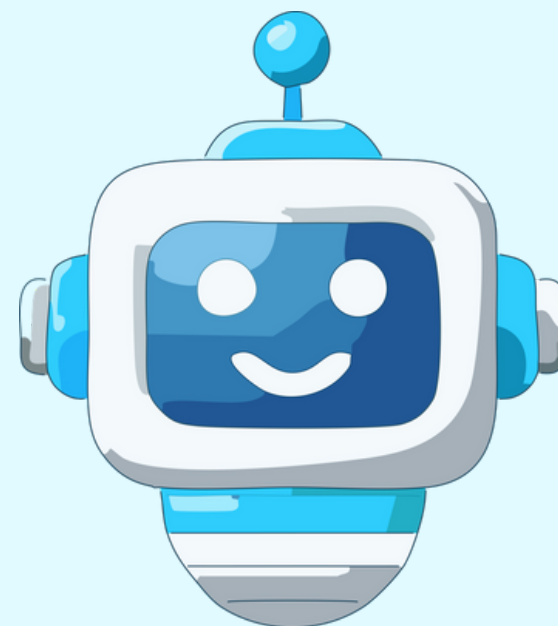
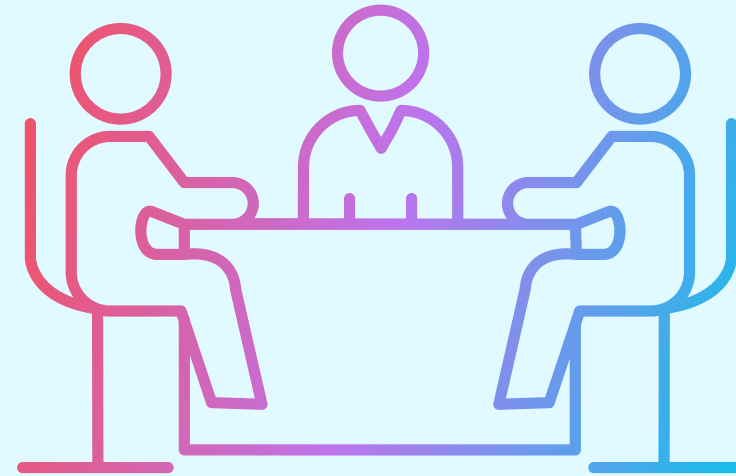
PRESENTED TO:

Ai Agents Workshop - Mini
Hackathon



Problem Statement

- In many organizations, meeting follow-ups are inefficient.
- Important points from meetings are often forgotten or lost.
- Assigning personalized action items to participants requires manual effort.
- Communication gaps between meetings and execution lead to delays.



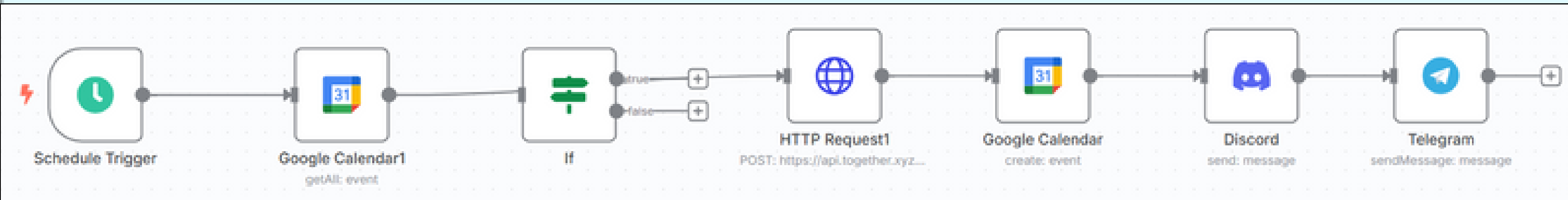
Proposed Solution

- Meetly is an AI-powered automation agent that listens to meetings, generates automatic summaries, assigns to-dos, and shares them across platforms.
- The agent integrates directly with Google Calendar to retrieve meeting details, summarizes the content using AI language models, and notifies participants through Telegram and Discord.
- This saves time, ensures clarity, and improves task follow-through after meetings.

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Workflow Diagram



Tools Used



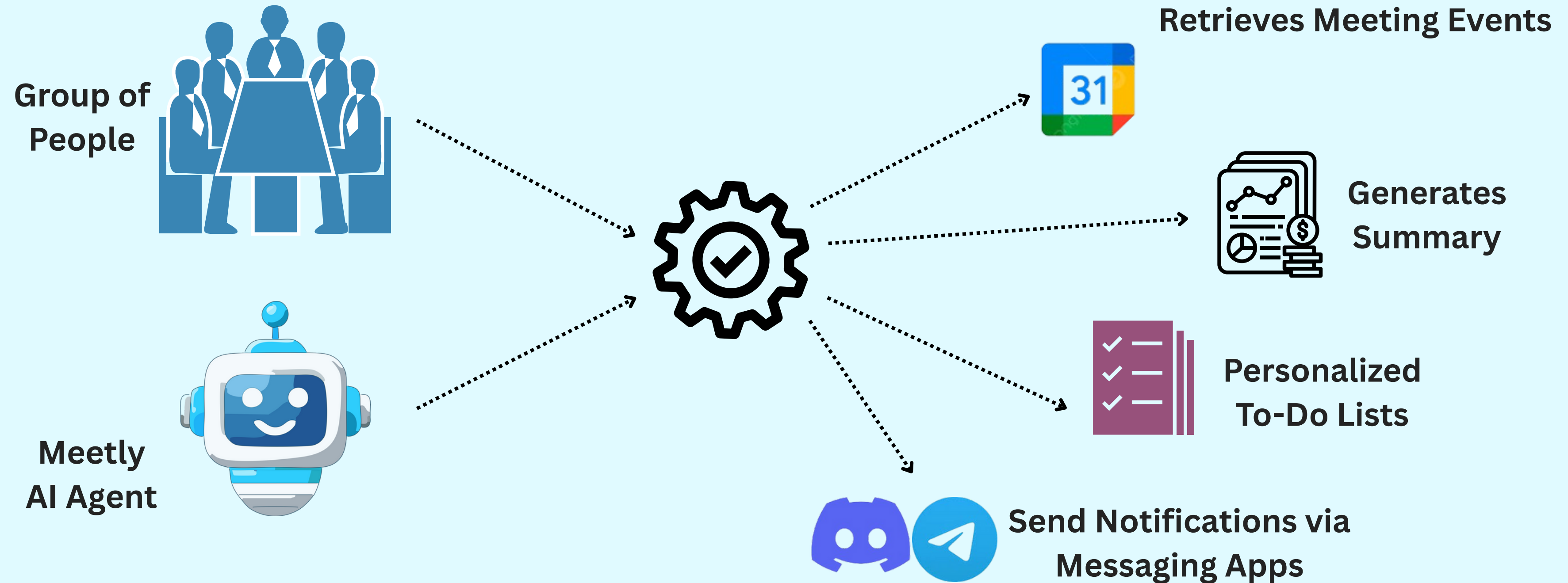
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Calendar

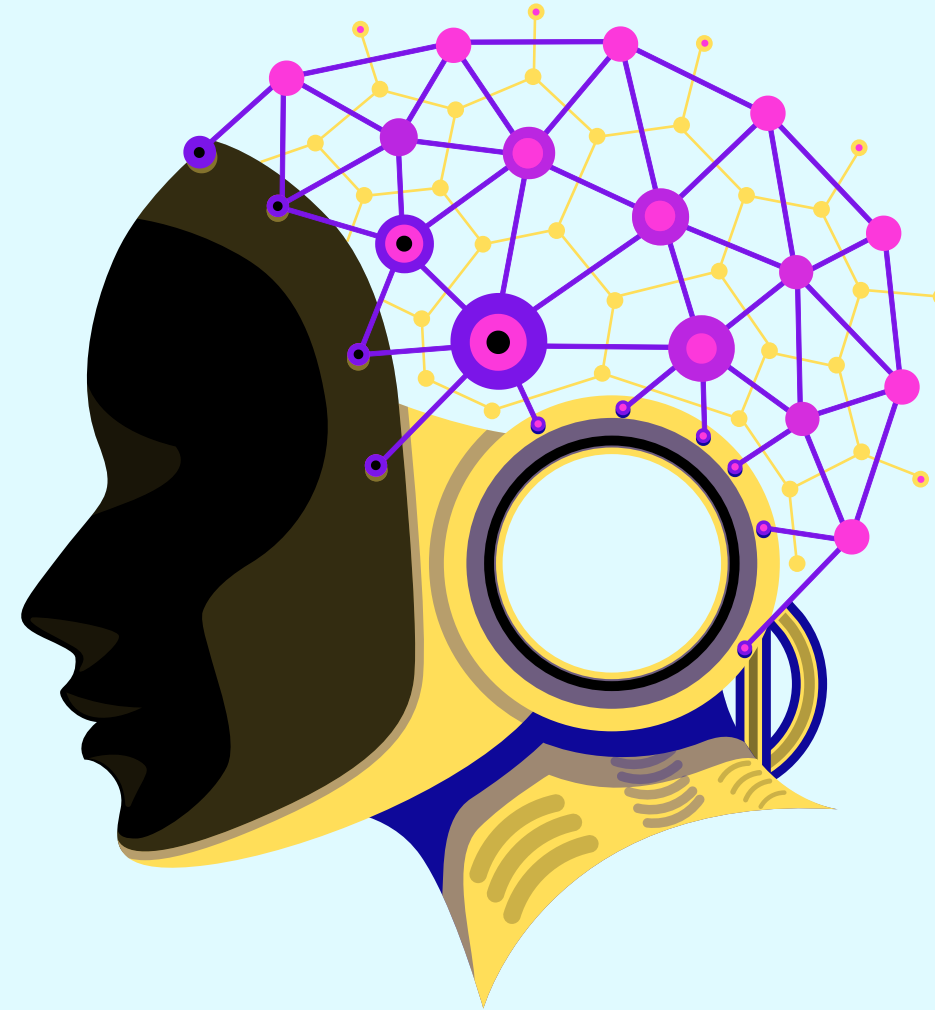
Use-Case Diagram



Advantages



- Saves time for meeting participants
- Reduces manual errors in follow-ups
- Ensures accountability for assigned tasks
- Easy integration with existing workflows



Future Scope

- Live meeting transcription integration (Google Meet/Zoom APIs)
- Direct integration with project management tools like Trello, Asana
- AI-based task prioritization for better productivity
- Voice interface for summaries in audio format

Possible Business Model

Freemium SaaS model

- Free tier with limited summarizations & integrations
- Paid subscriptions for businesses with:



Possible B2B model →
Sell as an internal tool for corporations to automate team workflows.



- Unlimited meetings
- Premium AI features
- Integration with enterprise tools (Slack, Jira, Notion)