

Nous Meeting User Manual

Core Functionalities of Nous Meeting

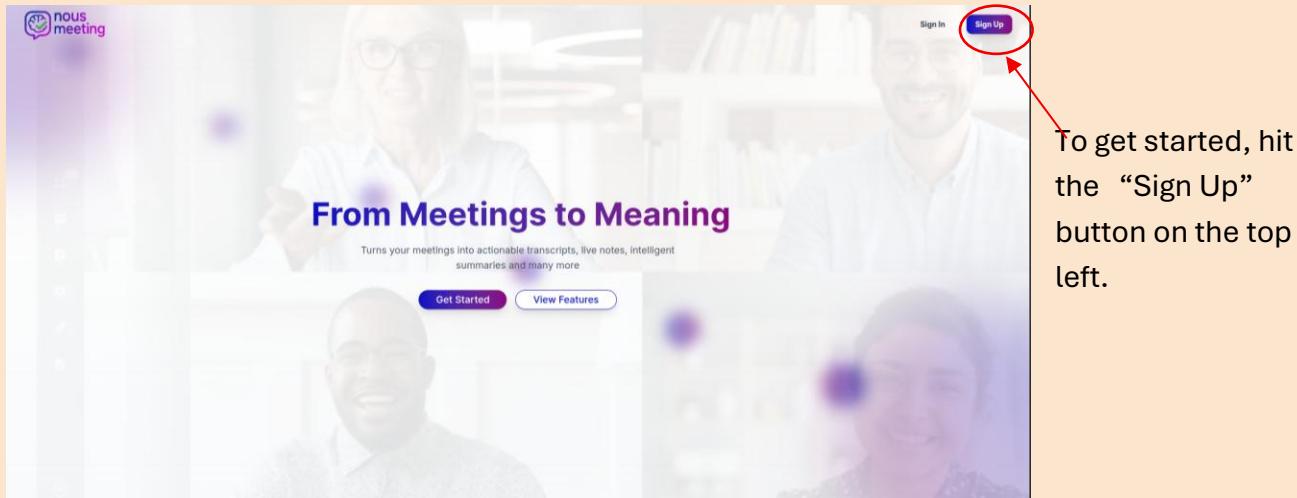
- User Authentication: Secure login and registration system with JWT-based session management.
- Integration with Video Conferencing Platforms: Native support for Zoom (production-ready), with upcoming support for Microsoft Teams and Google Meet.
- Dashboard Interface: A responsive, interactive dashboard providing access to meetings, transcripts, reports, and user actions.
- Organization Management: Ability to create and manage organizations, assign members, and control access levels.
- Meeting Audio Ingestion: Upload and ingest audio from recorded meetings or live sources.
- Transcription Engine: Accurate speech-to-text conversion using Whisper or equivalent models.
- Summarization: Automated generation of concise meeting summaries using transformer-based NLP models.
- Action Item Extraction: Identification and surfacing of key follow-up items, commitments, and deadlines from conversations.
- Reminder & Follow-up System: Email and SMS notifications for pending tasks, meetings, or important follow-ups.
- Data Storage: Secure storage in Firebase or optionally Google Sheets for lightweight integrations.
- Live Note-Taking: Real-time collaborative note-taking integrated with transcription during meetings.
- Multi-Language Support: Transcription and summarization available in multiple languages.

- Sentiment Analysis: Detection of sentiment shifts across meetings for engagement insights.
- Searchable Transcripts: Capability to search transcripts by keywords, topic clusters, or sentiment tags.
- Calendar Integration: Unified calendar view of upcoming, past, and shared events.

How to Use Nous Meeting?

1.0 Signing Up:

When loading into the app, you will be greeted by the welcome page:

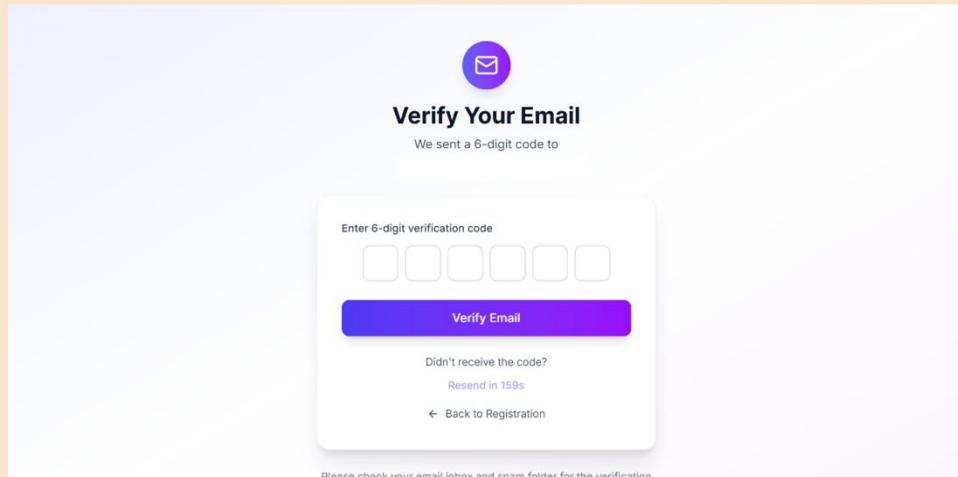


This will take you to the Sign Up page:

Fill in the required details, and then hit “Create Account” at the bottom:

The screenshot shows the 'Create Account' page of the Nous Meeting website. At the top right are 'Sign In' and 'Sign Up' buttons. The main form includes fields for First Name (John), Last Name (Doe), Email Address (john@nousmeeting@gmail.com), Country (Select your country), Date of Birth (dd/mm/yyyy), Password (Create a strong password), and Confirm Password. A checkbox for agreeing to the Terms of Use and Privacy Policy is checked. A large blue 'Create Account' button is at the bottom, circled in red.

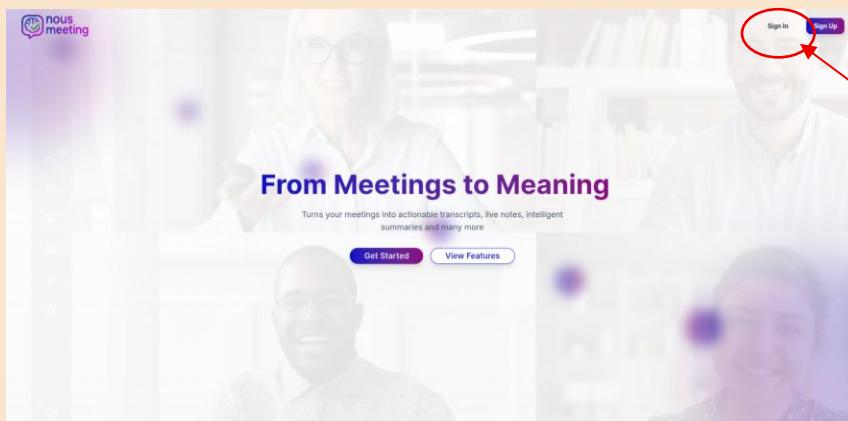
After hitting “Create Account”, a six-digit one time passcode will be sent to your email. If you are having difficulties receiving the one time passcode, please check your spam and junk folders, or re-send the code. After receiving the passcode, copy the code into the verification, and hit “Verify Email” .



Congratulations! You have successfully Signed Up! This will automatically redirect you into the Organization Dashboard. If not, please continue to the “Sign In” section of this document to find out how to Sign In.

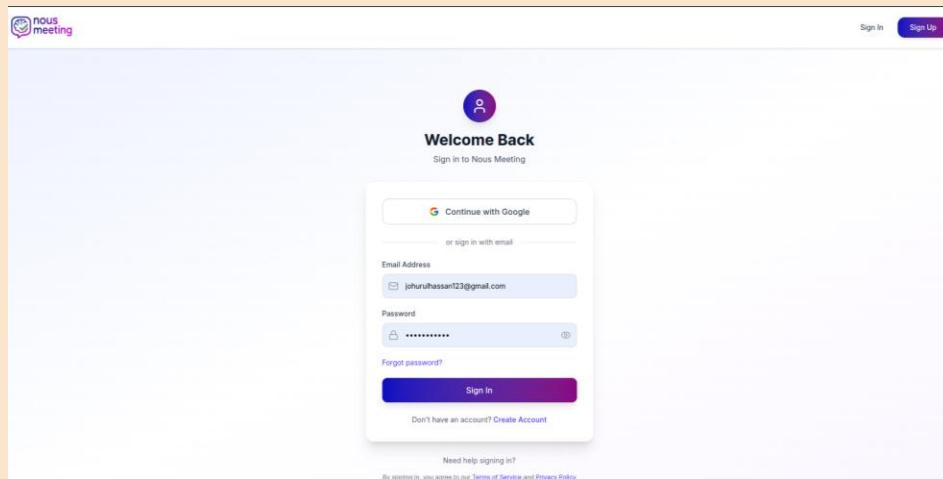
2.0 Signing In:

Once an account has been created, to access Nous Meeting, users must first Sign In.



To get started, hit the “Sign In” button on the top left.

This will take you to the Sign In Page. Enter your user credentials, and click the “Sign In” Button.

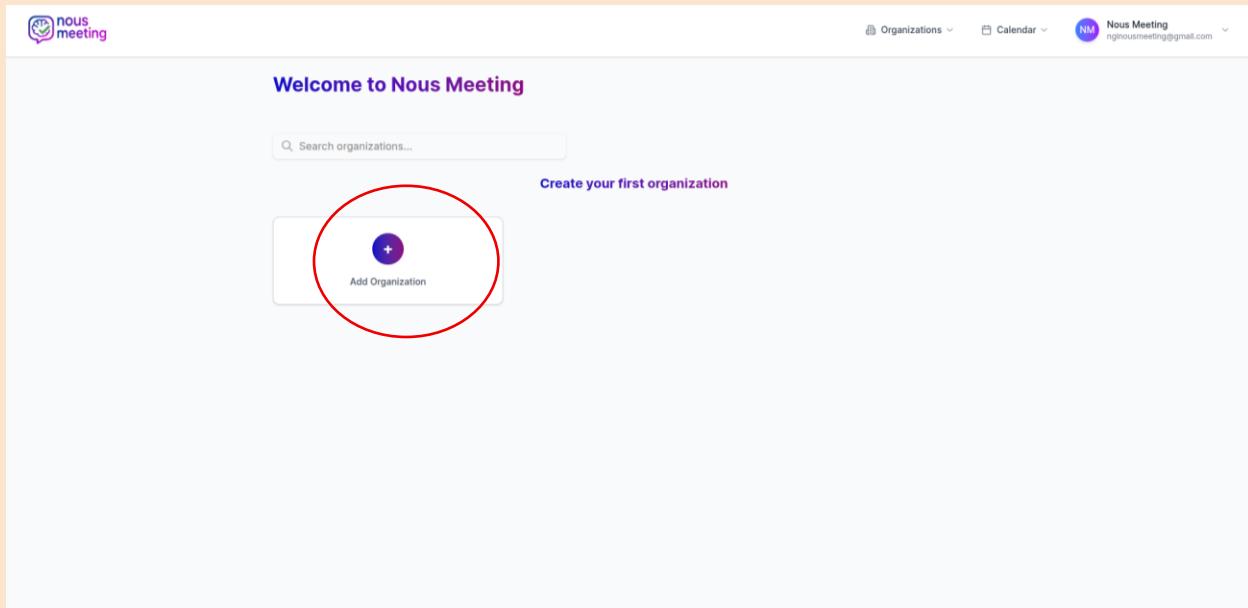


Congratulations! You have successfully Signed In! This will automatically redirect you into the Organization Dashboard.

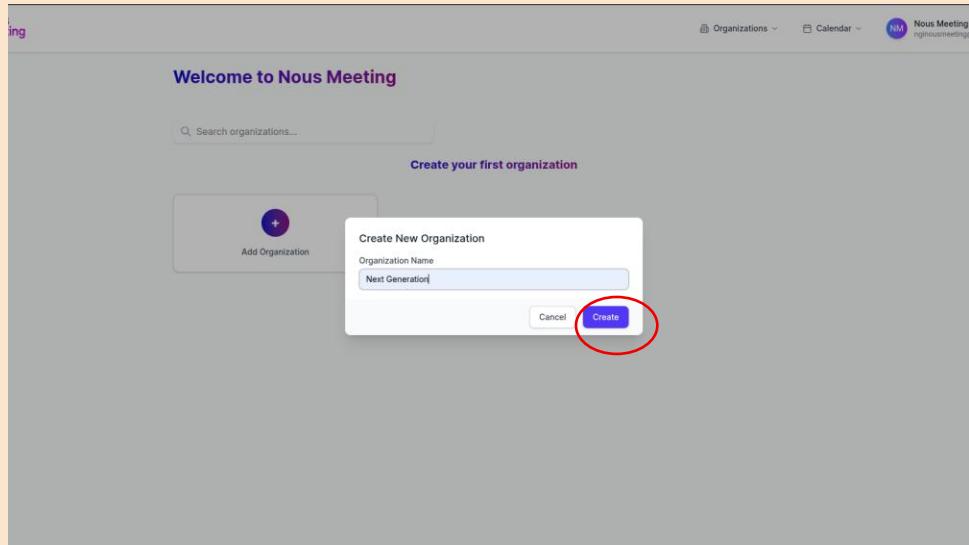
3.0 Organization Dashboard:

The Organization Dashboard is the “home” page of Nous Meeting. From here, users can create, edit, search, access, or delete organizations.

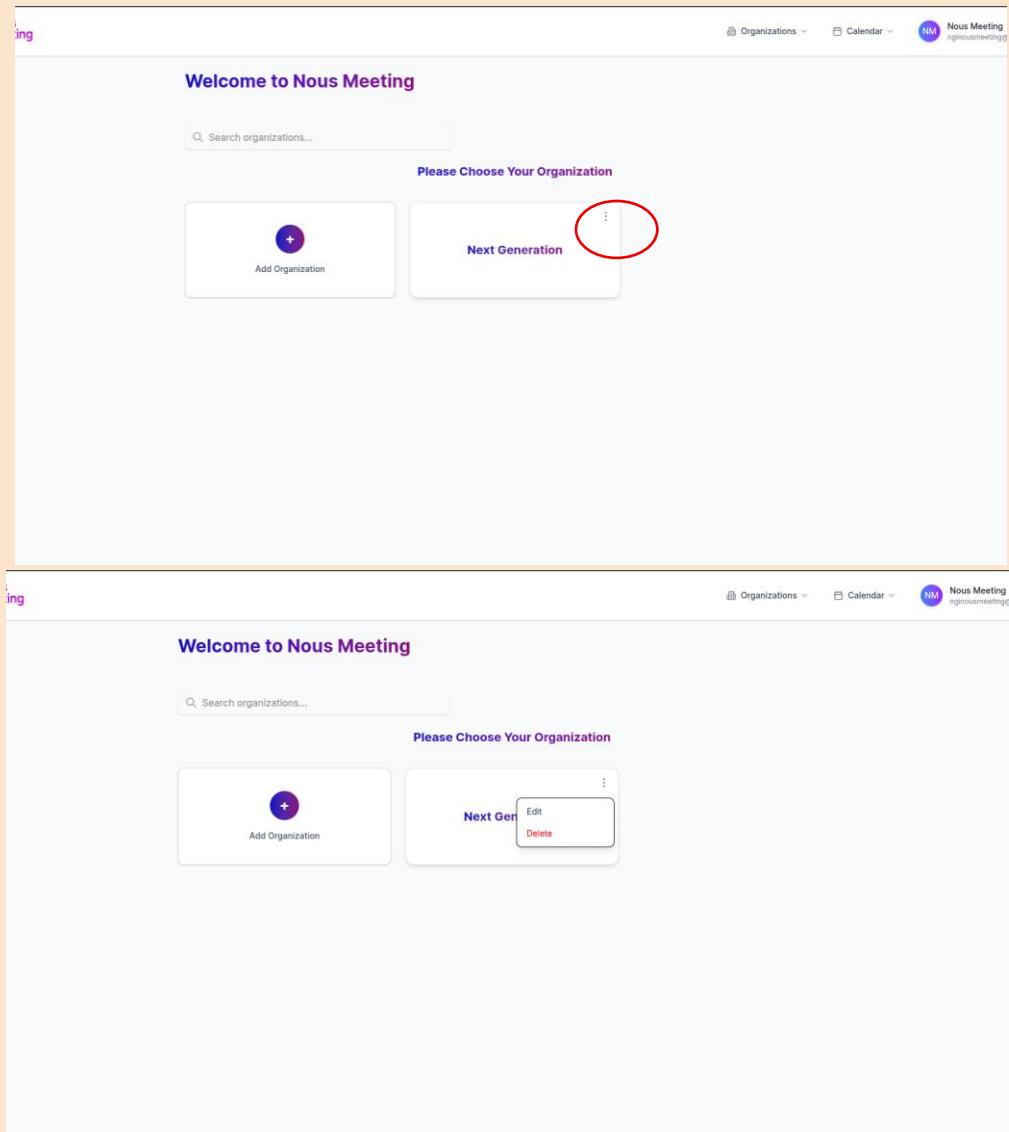
To get started, let’s create an organization. To do this, hit the “Add Organization” button.



This will let you name your new organization. After you have named your new organization, hit the “Create” button.



Now you will see your new organization in the Dashboard. To edit or delete an organization, hit the 3 dots in the top left of the organization that should be edited/deleted, and click the desired outcome.



At the top left of the page, there are 3 buttons that can be clicked: Organizations, Calendar, and Account Menu.

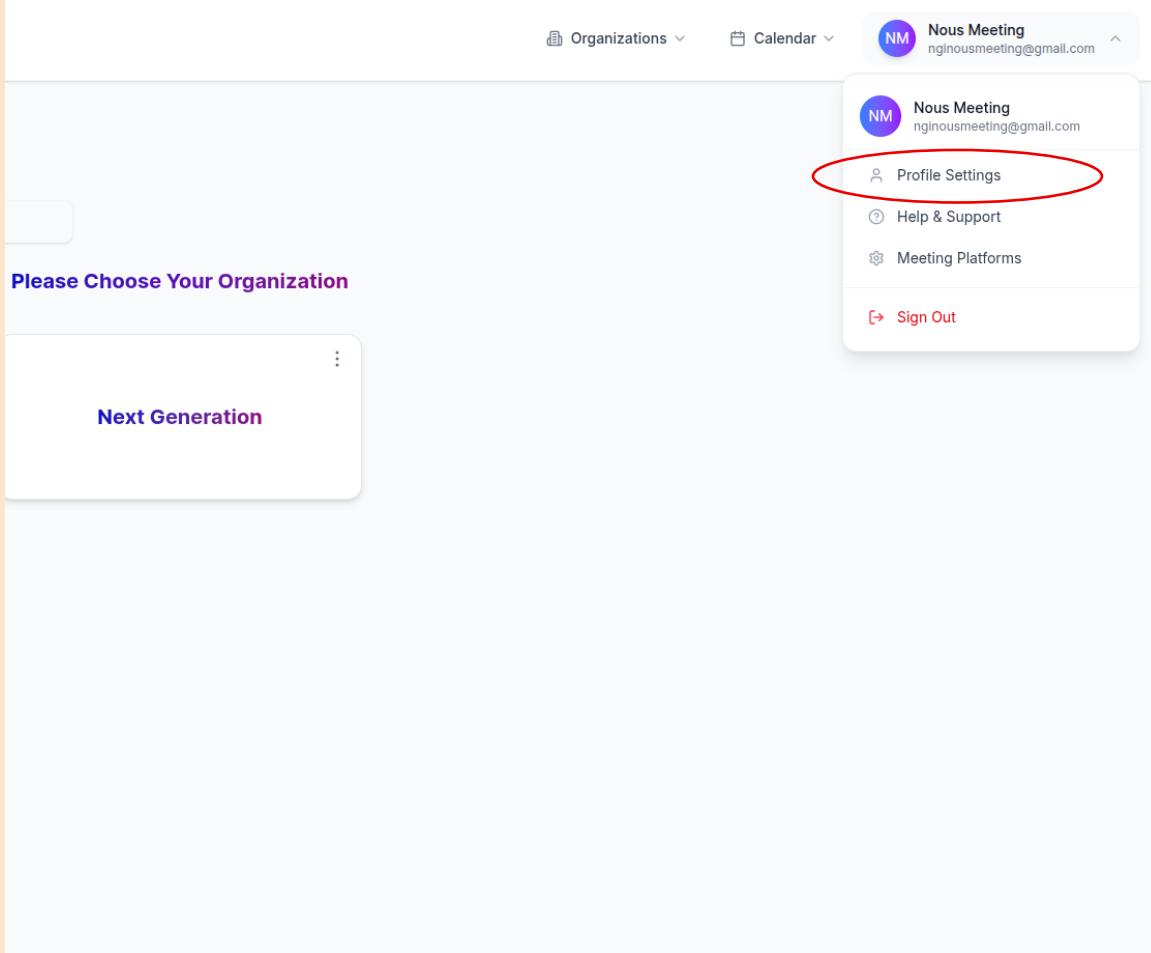
The “Organizations” button brings up a list of all the organizations a user has created, and each organization can be accessed through this list.

The “Calendar” button will take users to their Nous Meeting calendar.

The “Account Menu” button will allow users to access their profile, configure meetings platforms, and logout.

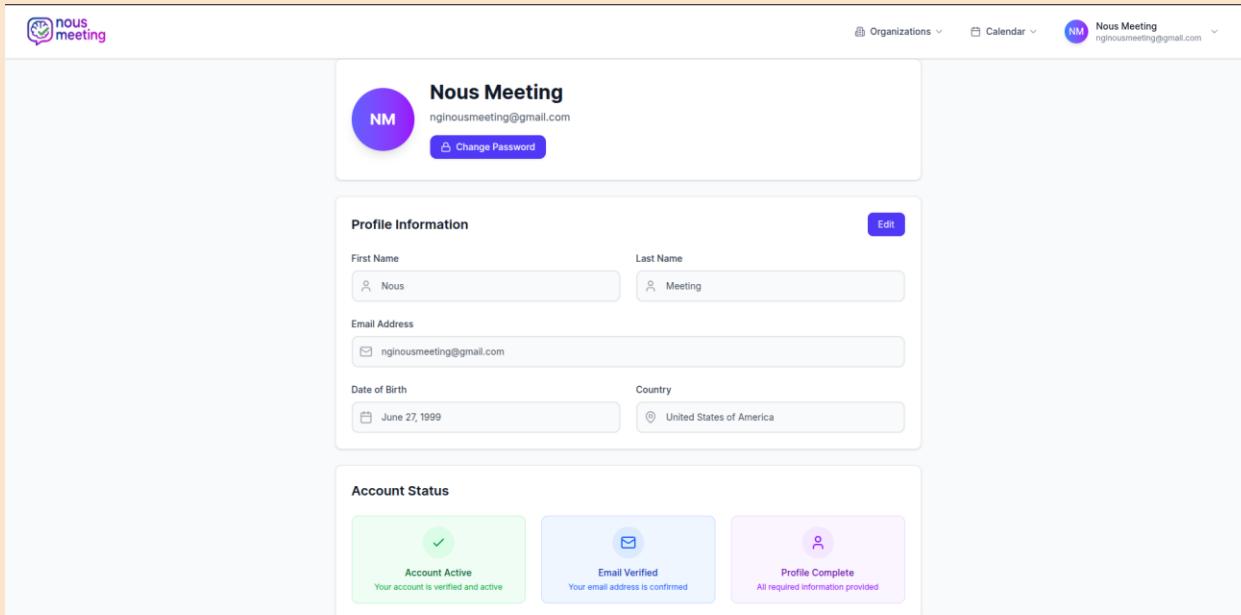
4.0 Profile:

To access user profile, users must click the “Account Menu” button at the top left of the organization dashboard, and then click “Profile”.



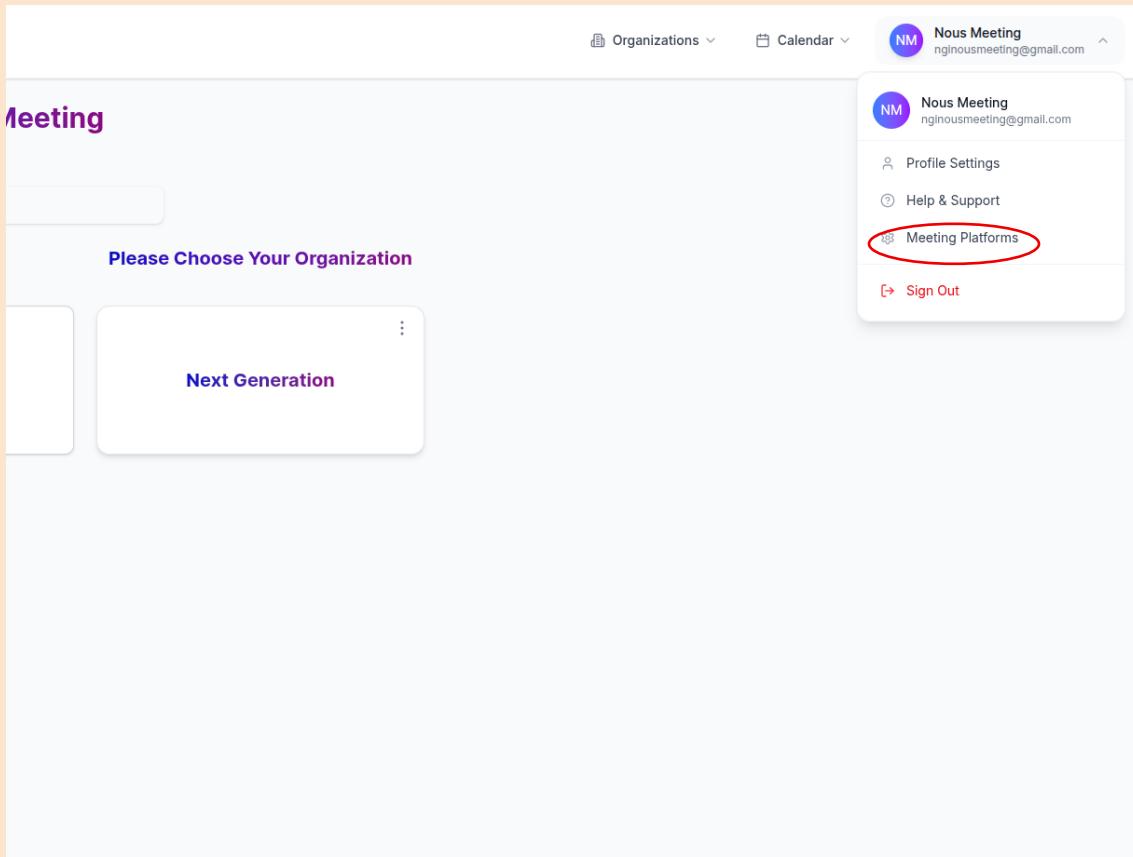
This will take you to the User Profile.

From here, users can change password, edit their personal details, and view their account status.

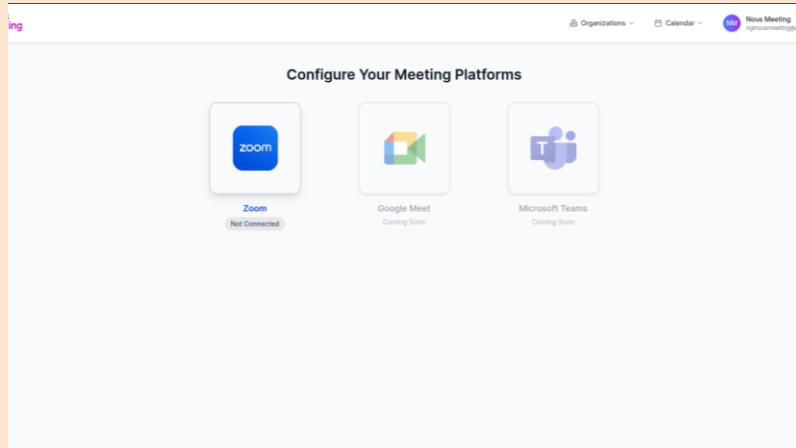


5.0 Configure Meeting Platforms:

To access meeting platforms, users must click the “Account Menu” button at the top left of the organization dashboard, and then click “Configure Meeting Platforms”.



To connect a meeting platform, users will click the meeting platform they wish to connect.



From there, they must sign into their meeting account to give Nous Meeting access to their meetings.

6.0 Meetings:

To access an organization's home page, users should click on the desired organization from Dashboard. This will bring up an Organization's Home Page:

Users must connect a zoom account using the “Connect Zoom” button, and follow the subsequent steps to allow Nous Meeting to view their meetings.

Once connected, users can Create Meetings, Search Meetings by Name, Date, or Status, View their Calendar, and Visit their Member List.

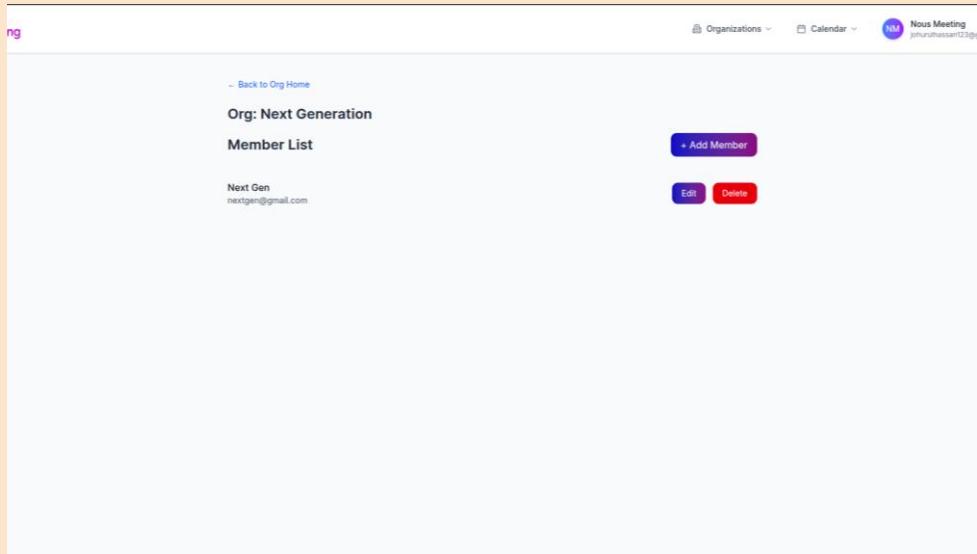
The Member List stores the names and email addresses of the Members of the Organization. This will allow Nous Meeting to send meeting links to each member when a meeting is created. To get started, click “Member List” on the sidebar.

The screenshot shows the Nous Meeting interface. On the left, a sidebar titled 'Meeting Zone' lists four options: 'Create Meeting', 'Org Calendar', 'Member List', and 'Meeting Platforms'. The 'Member List' option is highlighted with a red circle. The main area is titled 'Welcome to Next Generation' and displays a search bar and filter options for meetings. Below the search bar, it says 'No meetings found'.

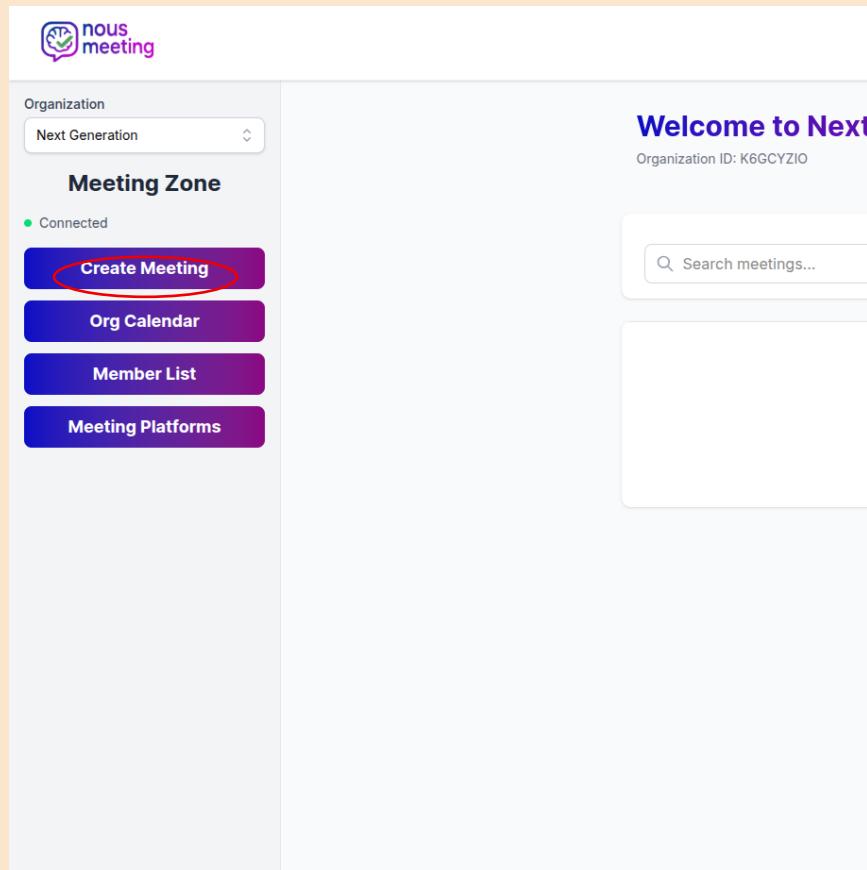
The screenshot shows the 'Member List' page for the organization 'Next Generation'. It includes a back navigation link, the organization name, and a heading 'Member List'. At the bottom right of the list area, there is a button labeled '+ Add Member' which is circled in red. A note below the list states 'No members found in the list.'

Click the “+ Add Member” button. This will allow users to add members to their organization.

After a member is added, users can edit or delete their members from the Member List.

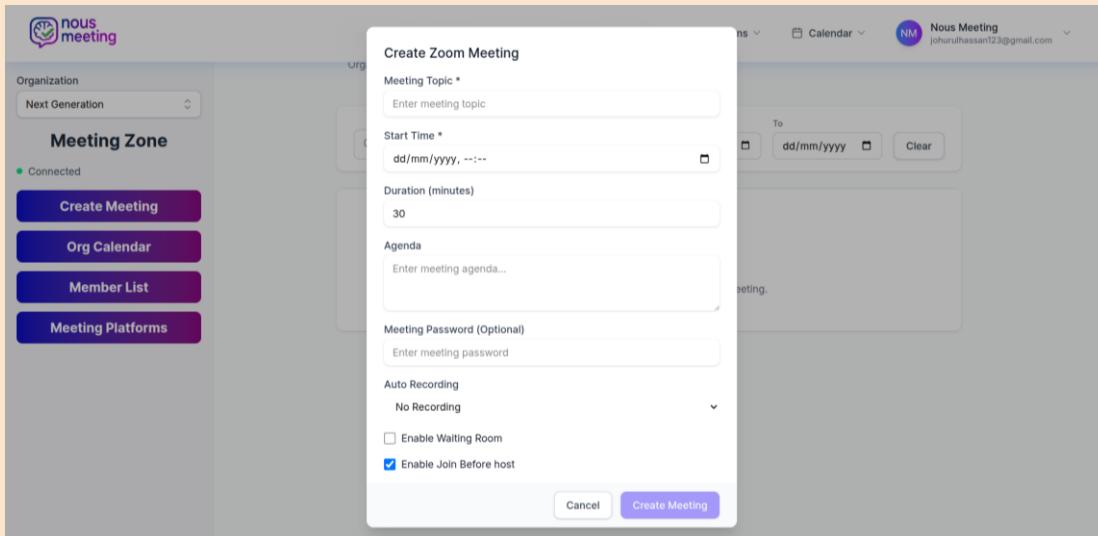


Navigate back to the organization home page using the blue button above the organization name. Now that the user has added members to their organization, they can invite them to a meeting. Click the “Create Meeting” button in the sidebar:



This will allow you to create a Zoom meeting. Users must give a Meeting Title and Start Time, and can also specify the Meeting Duration, Meeting Agenda, Meeting Password, Auto Recording Setting, Waiting Room Status, and Ability to Join Before Host.

Users can then click the “Create Meeting” Button to create a meeting.



Success! A meeting has been created. The meeting will show up on the Organization Home Page and the User Calendar. On the Organization Home Page, users can join or invite members from their Member List to the meeting.

Once the meeting finishes, users can click on the meeting to access their AI Insights.

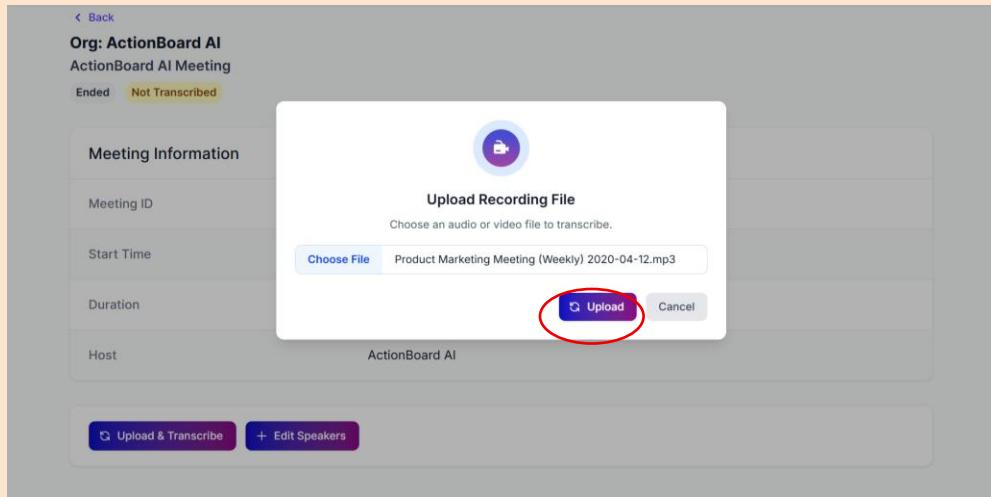
7.0 AI Insights:

To access the AI Insights of a meeting, users must click on the meeting they wish to view after it has ended.

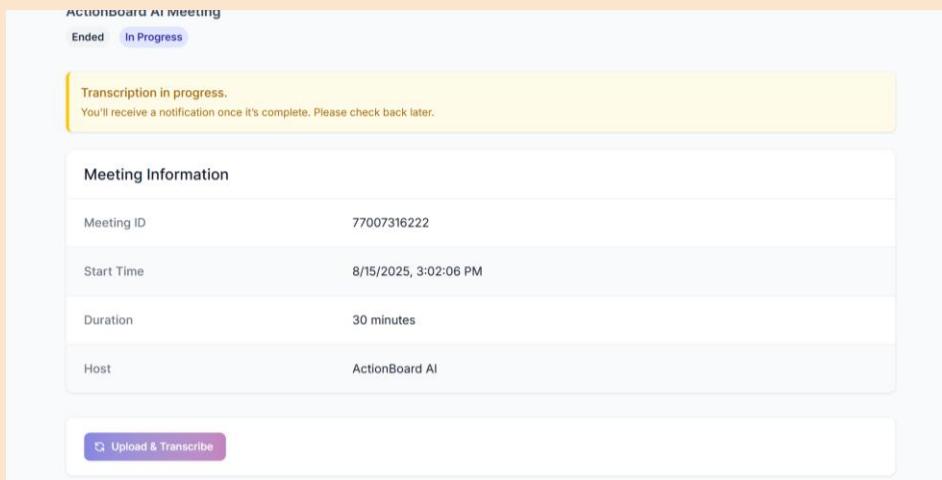
From here, users can upload the recording of the meeting.

For Zoom Pro users, the meeting will be automatically uploaded to Nous Meeting. For regular Zoom users, they must first download the meeting audio from Zoom and then upload the recording to Nous Meeting.

Once the meeting recording has been selected, users should click the “Upload” button to upload the meeting to Nous Meeting.



Once the meeting is uploaded, users will see a “Transcription in Progress” tag, and must allow a few minutes for the AI to deliver insights. Once the AI has finished, the user will receive an email notification.



Once the recording has finished processing, users will be able to edit Speaker Names, access AI Insights, Meeting Transcript, Speaker Summaries and Overall Meeting Sentiment.

To start, users should edit the names of the speakers:

ActionBoard AI Meeting

Ended Transcribed

Meeting Information

Meeting ID	77007316222
Start Time	8/15/2025, 3:02:06 PM
Duration	30 minutes
Host	ActionBoard AI

Transcription Actions
Meeting has been transcribed. You can re-transcribe to update the content.

From here, the names of each person in the meeting can be edited.

To save the name edits, users should hit “Save Changes”

Edit Speaker Names

Speaker A
Jourul

Speaker B
Istiak

Transcript Preview

Jourul [00:02:07]
Your meeting are your teams.
Istiak [00:02:16]
This is.
Jourul [00:02:17]
The conventional fourth machine learning I was the last year last semester AI for a subject settings meeting Creation Job creation Border.
Istiak [00:05:54]
Sentiment Analysis AI Firefly.
Jourul [00:06:41]
Firefly TLDFV IOI.
Istiak [00:06:46]
Fireflies without okay, that's it. That's my duty.
Jourul [00:08:22]
That's. That's.
Istiak [00:08:23]
Yeah. Okay. Okay okay. So Abdullah has no standard modern orthopedic translate example.

Reviewed various transcription and collaboration tools for potential integration

Users should then access the AI Insights of the Meeting by scrolling down:

The screenshot shows the AI Insights section of the Nous Meeting platform. It displays a summary of the meeting's objectives, high-level outcomes, and key discussion themes. Below this, it provides the minutes of the meeting, including the date (August 27, 2025, 7:38 AM) and attendees (Jourul, Ittikah). At the bottom, there is a list of action items under the heading "1. Meeting Teams and AI Integration".

In the AI Insights, users can see the Summary of what each participant contributed, the Agenda of the Meeting, Minutes of the Meeting, and Action Items. These can all be accessed by scrolling down.

User can also Download the pdf of the summary, edit or share.

This screenshot shows the same AI Insights page as above, but with a red oval highlighting the top right buttons: "PDF", "Edit", and "Share". These buttons allow users to download the summary as a PDF, edit the content, or share it with others.

Next, users can access the Transcript of the meeting by scrolling up and clicking the “Transcript” button.

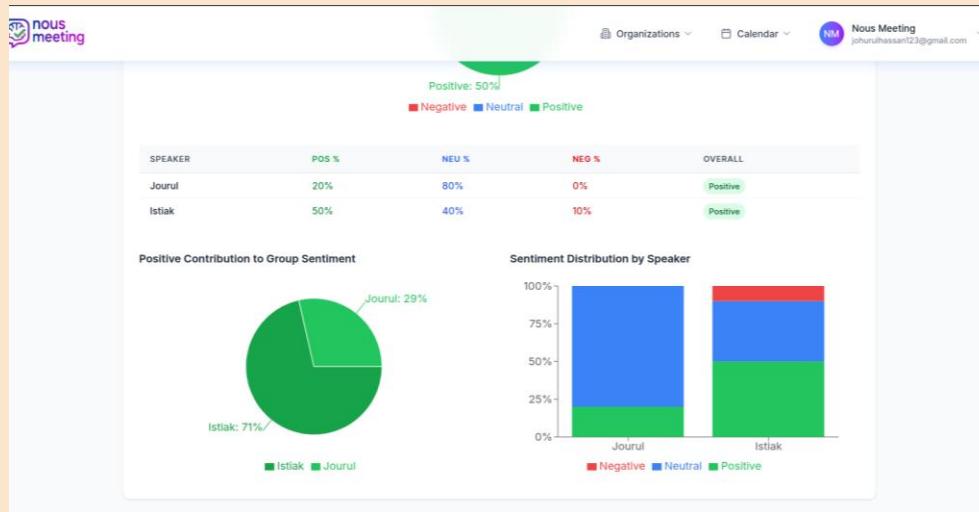
The screenshot shows the Nous Meeting software interface. At the top, there are navigation links for 'Organizations' and 'Calendar'. On the right, a user profile is shown with the name 'Nous Meeting' and the email 'johuruhassan123@gmail.com'. Below the header, there are two main tabs: 'Upload & Re-transcribe' and '+ Edit Speakers'. The 'Transcript' tab is currently selected and highlighted with a red circle. Under the 'Transcript' tab, there are three sub-links: 'AI Insights', 'Transcript' (which is active), and 'Overall Meeting Sentiment'. The main content area is titled 'Meeting Transcript' and contains a list of speech segments from two speakers, 'Jourul' and 'Istikak'. Each segment includes the speaker's name, timestamp, and the spoken text.

The Transcript is a word-by-word written recount of what was said and who said it during the meeting.

Next, users should navigate to the Speaker Summary tab

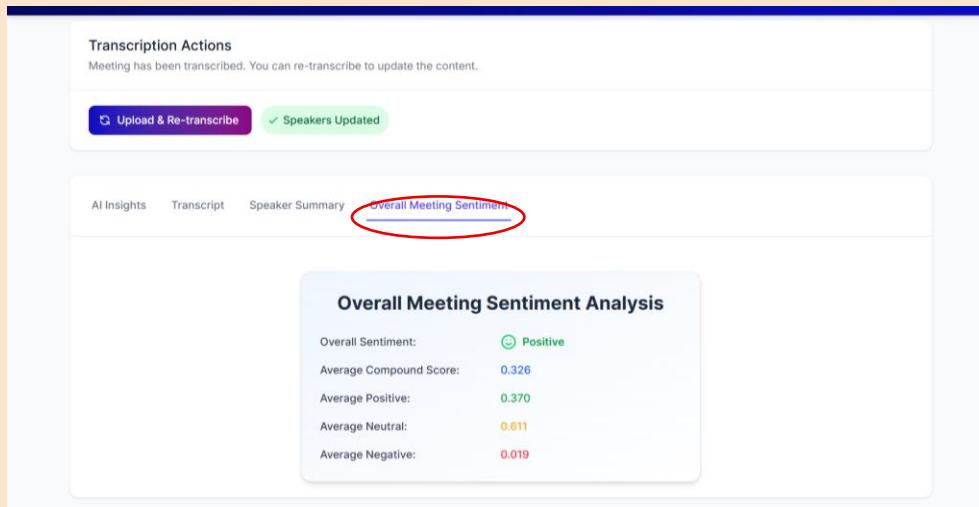
The screenshot shows the Nous Meeting software interface with the 'Speaker Summary' tab selected. The top navigation bar and user profile are identical to the previous screenshot. The 'Speaker Summary' tab is highlighted with a red circle. Below the tab, there is a section titled 'Speaker Summary' with a dropdown menu labeled 'Select Speaker' containing the name 'Istikak'. The main content area contains a summary of Istikak's contributions to the meeting, mentioning various app features and collaboration. At the bottom, there is a pie chart illustrating the sentiment distribution for Istikak. The chart is divided into three segments: a large blue segment labeled 'Neutral: 40%', a smaller green segment labeled 'Positive: 50%', and a very small red segment labeled 'Negative: 10%'.

The Speaker Summary tab shows a selected participant's contributions to the meeting, the sentiments they exhibited, their positive contribution to group sentiment, and sentiment distribution by speaker.



The speaker summaries can be filtered by each participant to get a detailed, person-by-person breakdown.

Lastly, users can navigate to “Overall Meeting Sentiment” to get an analysis of the overall meeting sentiment.



8.0 Calendar:

The Calendar feature is modularized into two parts: the Organization-Specific Calendar and the Personal Calendar. Both Calendars show the meetings of a user. This can be as filtered by month, week, day, or a custom amount of time. Users can also see a list of all meetings, search for certain meetings, or access personalized reports. However, there are some key differences between the two types of calendars:

Organization-Specific Calendar:

The Organization-Specific Calendar will show all the meetings from a specific organization. The title, description, and participants of the meeting can be accessed from the calendar. Additionally, the timing of these events can be edited from the calendar. New Organization-Specific Events can be added from the “+ Add Event” button in the top right corner.

The meetings from other Organizations will be shown as simply “Occupied Slots” and will be greyed out. These meetings cannot be accessed or edited from the Calendar.

The screenshot shows a monthly calendar for August 2025. The left sidebar displays a navigation bar with 'September 2025' and a list of days from 1 to 30. Below this is a legend for 'ORGANIZATION' with a blue dot next to 'NOI'. The main calendar grid shows dates from 1 to 31. Several events are listed as 'Occupied Slot' with the 'Occupied' status highlighted in grey. Notable events include 'NGI test event aug 02' on August 8th and 'The sloti archive NOI' on August 23rd. Other events listed include 'GBI Regenerative farm...' on August 25th, 'Nous Meeting Team M...' on August 26th, and 'NGI test event 05' on August 28th. The top right corner of the calendar interface includes a 'Today' button and a '+ Add Event' button.

Personal Calendar:

The Personal Calendar will show **all** meetings and events from **all** organizations. These events can be edited directly from the Calendar. Additionally, Personal Events that do not belong to any Organization can be added to the calendar, as well as Organization Events from any of a user's organizations.

Personal Calendar
Monday 15 September

Month Week Day List Search Reports

August 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

ORGANIZATIONS

- NGI
- ABC org
- Next Generation

Events (August 2025):

- Test meeting JH16 (ABC org) - Tuesday, August 1
- Adding New Personal ... (Personal) - Thursday, August 3
- personal events aug 02 (Personal) - Friday, August 4
- NGI test event aug 02 (NGI) - Saturday, August 5
- +4 more (ABC org) - Tuesday, August 8
- ABC test 07 (ABC org) - Wednesday, August 9
- New personal event (Personal) - Thursday, August 10
- The siloti archive (NGI) - Saturday, August 12
- GBI Regenerative farm... (NGI) - Monday, August 14
- Nous Meeting Team M... (NGI) - Tuesday, August 15
- NGI test event 05 (NGI) - Wednesday, August 16
- Test event (Personal) - Friday, August 18

Functionalities:

1. Add events: A user can add event by clicking on “Add event” button, by clicking on any day cells of month calendar, week cells of weekly view or day slots of a day calendar.

Personal Calendar
Monday 15 September

Month Week Day List Search Reports

August 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
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Personal Calendar
Monday 15 September

Sep 14 – 20, 2025

	Sun 9/14	Mon 9/15	Tue 9/16	Wed 9/17	Thu 9/18	Fri 9/19	Sat 9/20
all-day							
12am							
1am							
2am							
3am							
4am							
5am							
6am							
7am							
8am							

No Meetings

ORGANIZATIONS

- NGI
- ABC org
- Next Generation

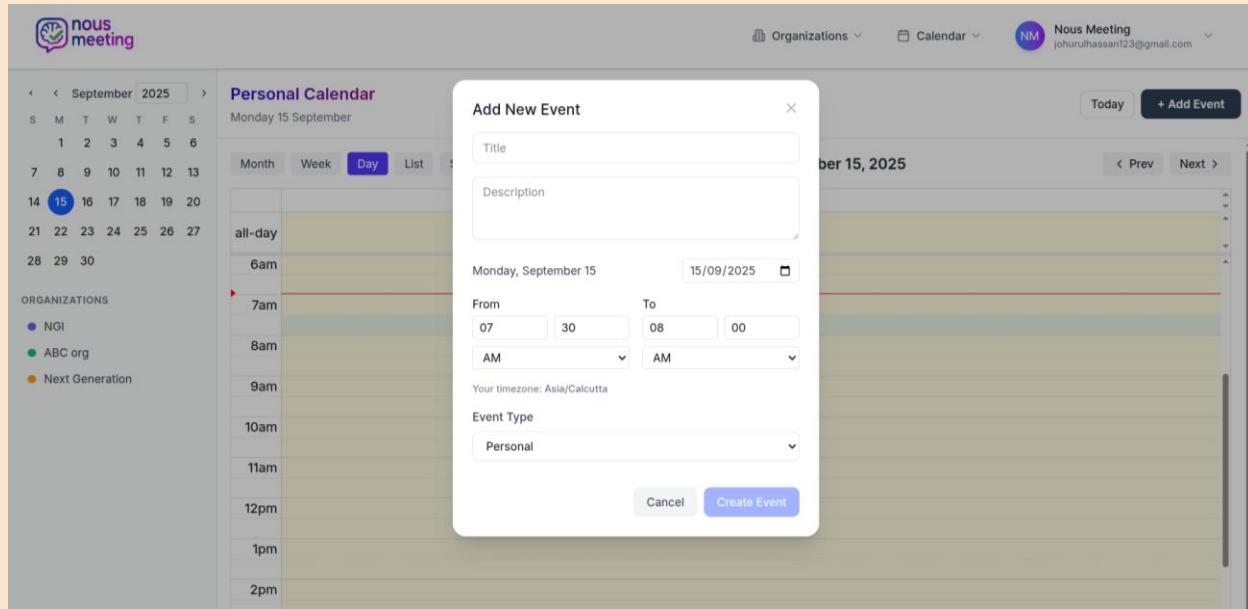
Personal Calendar
Monday 15 September

September 15, 2025

	Monday
all-day	
12am	
1am	
2am	
3am	
4am	
5am	
6am	
7am	
8am	

ORGANIZATIONS

- NGI
- ABC org
- Next Generation



2. Edit event: you can edit event by dragging and dropping or clicking the edit option.

