Nous Meeting User Manual

Core Functionalities of Nous Meeting

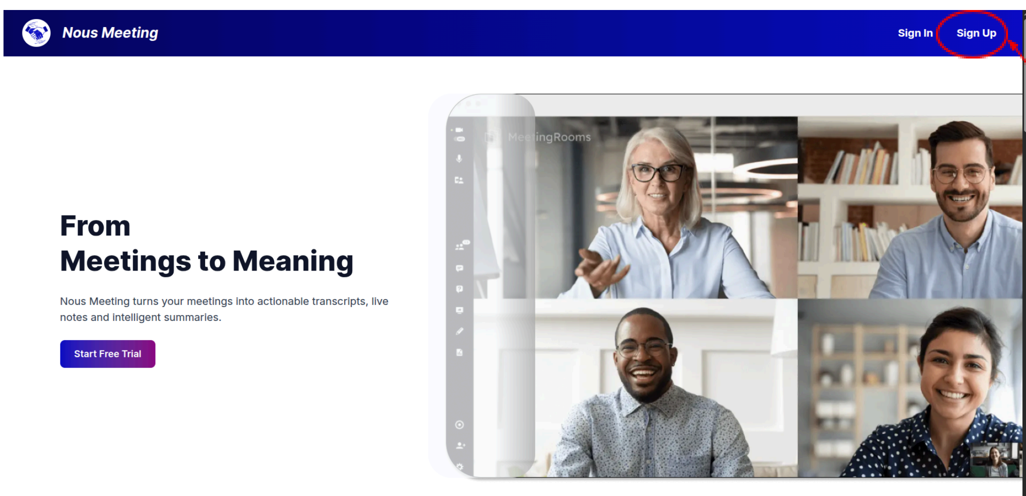
• User Authentication: Secure login and registration system with JWT-based session management.
• Integration with Video Conferencing Platforms: Native support for Zoom (production-ready), with upcoming support for Microsoft Teams and Google Meet.
• Dashboard Interface: A responsive, interactive dashboard 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:

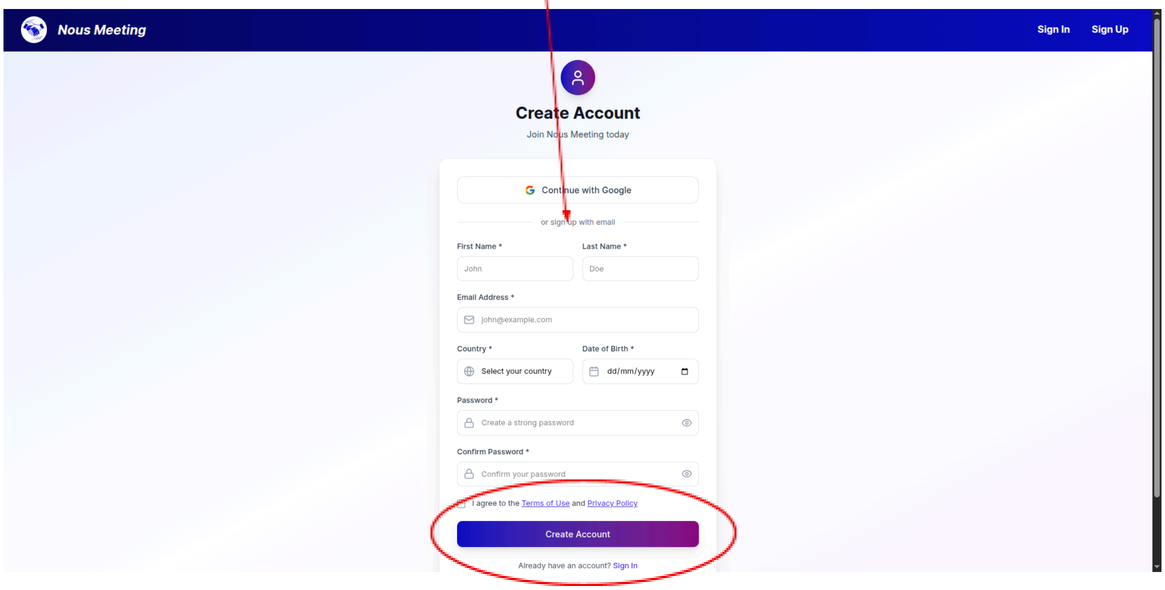
When loading into the app, you will be greeted by the welcome page:



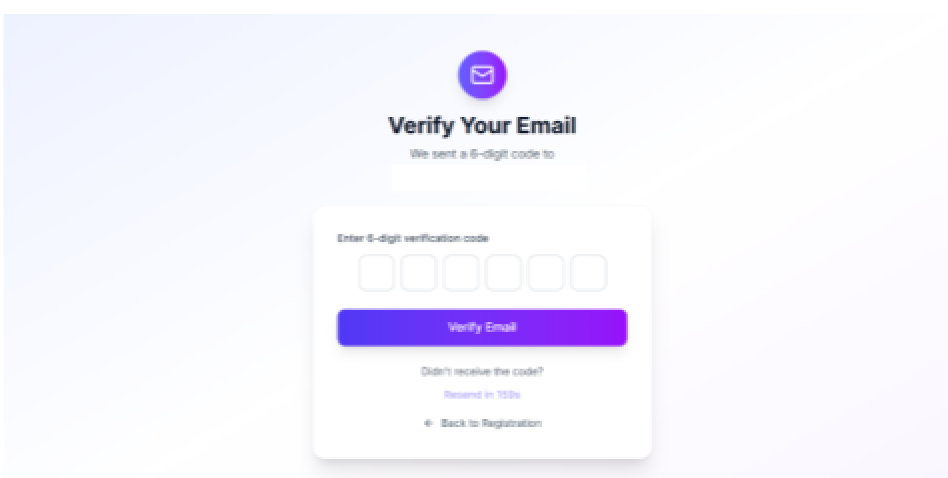
To get started, hit the "Sign Up" button on the top left.

This will take you to the Sign Up page:

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



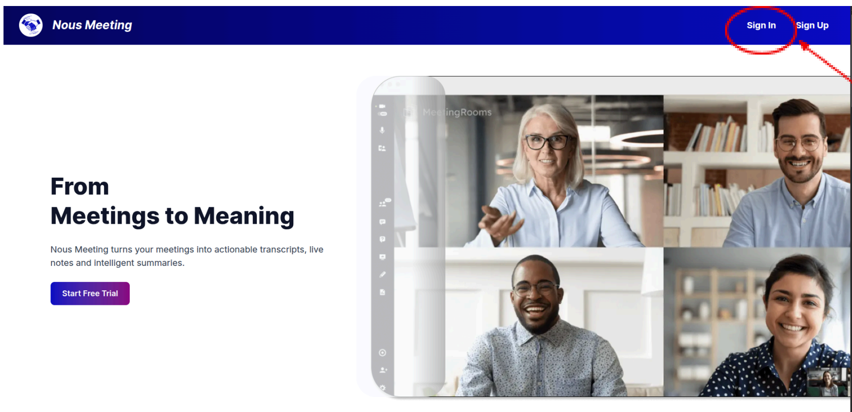
After hitting “Create Account”, a six-digit one time passcode will be sent to your email. If you are having difficulties recieivng the one time passcode, please check your spam and junk folders, or re-send the code. After receiving the passcode, copy the code into the verification, and hit “Verify Email”



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.

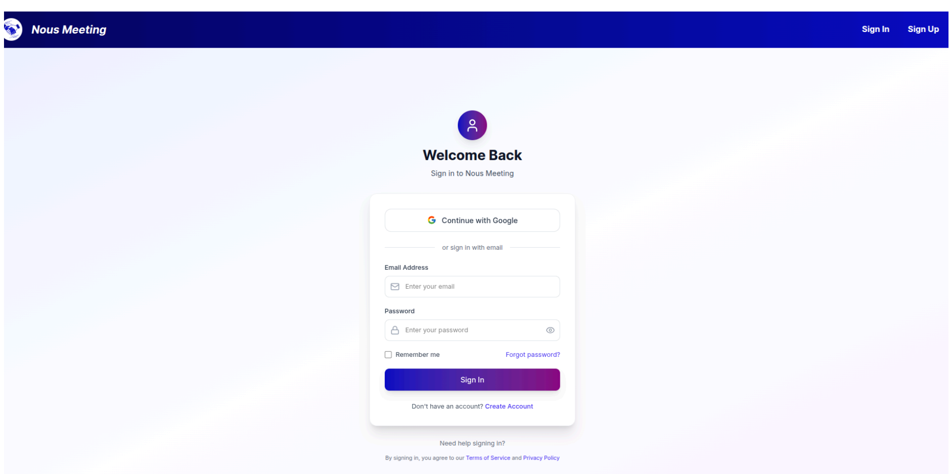
2.0 Signing In:

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.

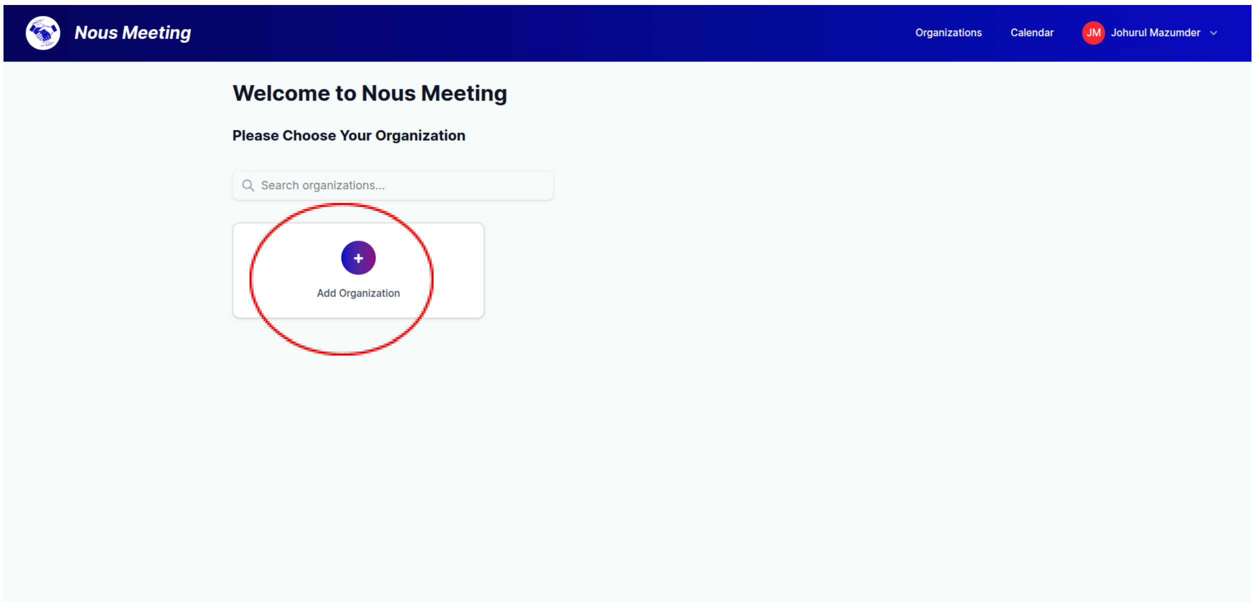


Congratulations! You have successfully Signed In! This will automatically redirect you into the Organization Dashboard.

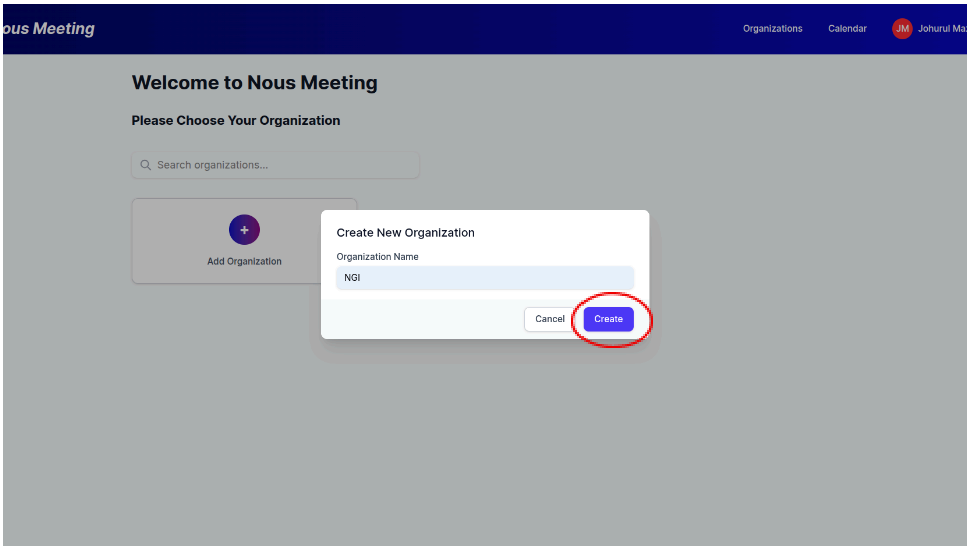
3.0 Organization Dashboard:

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

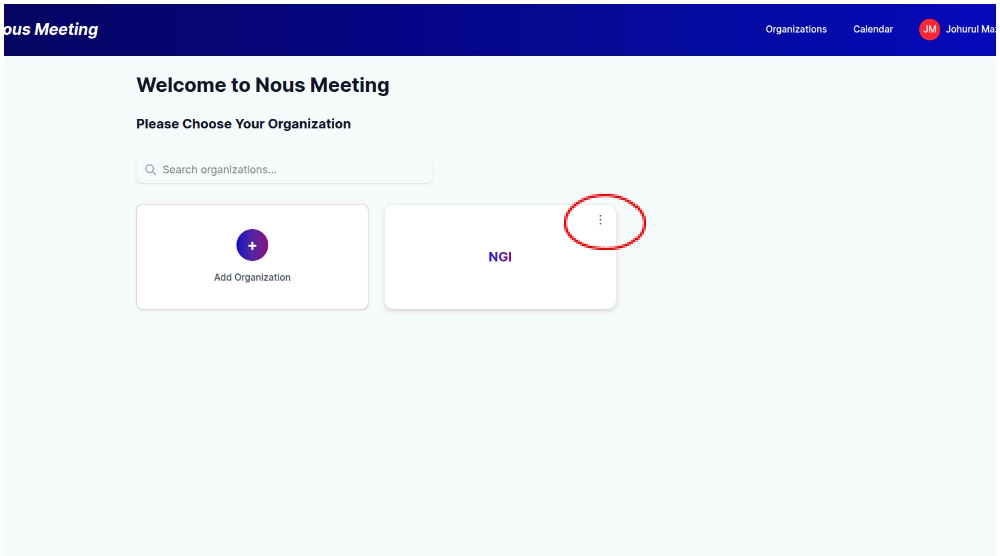
To get started, let’s create an organization. To do this, hit the “Add Organization” button.

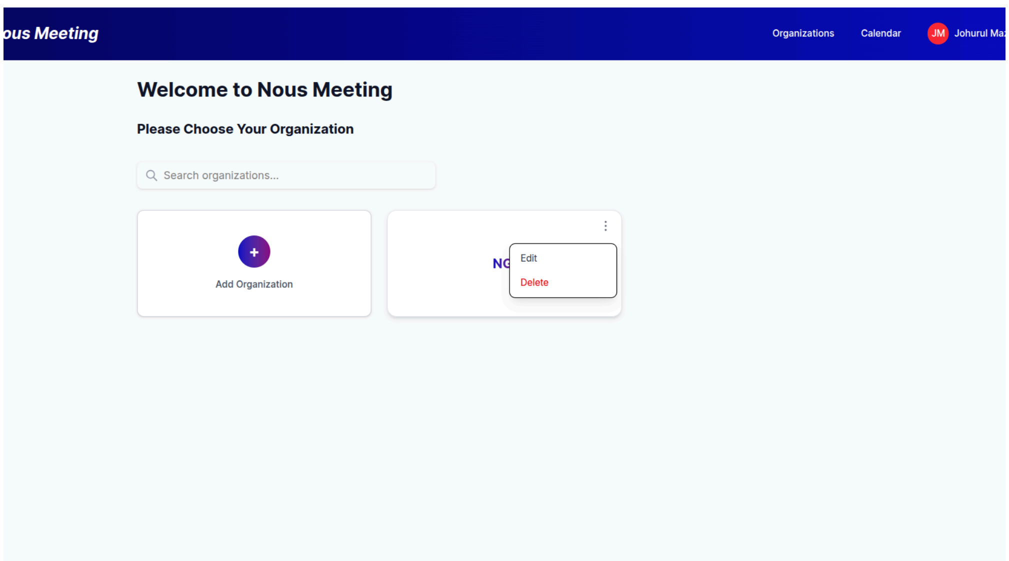


This will let you name your new organization. After you have named your new organization, hit the “Create” button.



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 the 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 User Options.

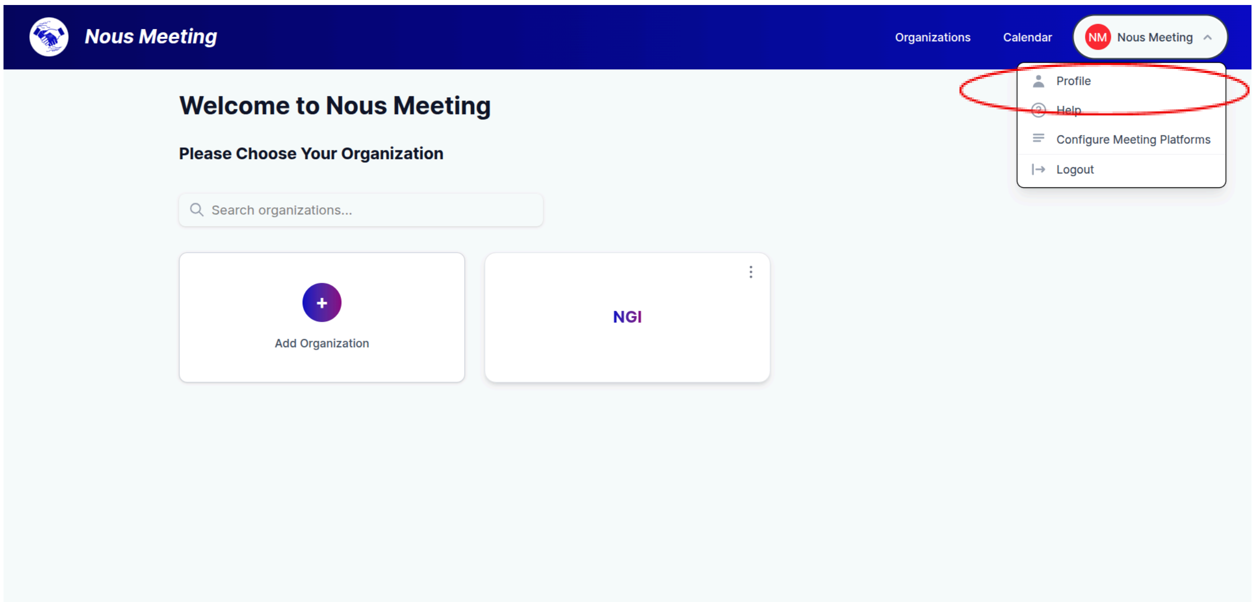
The “Organizations” button brings up a list of all the organizations a user has created, and each organization can be accessed through this list.

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

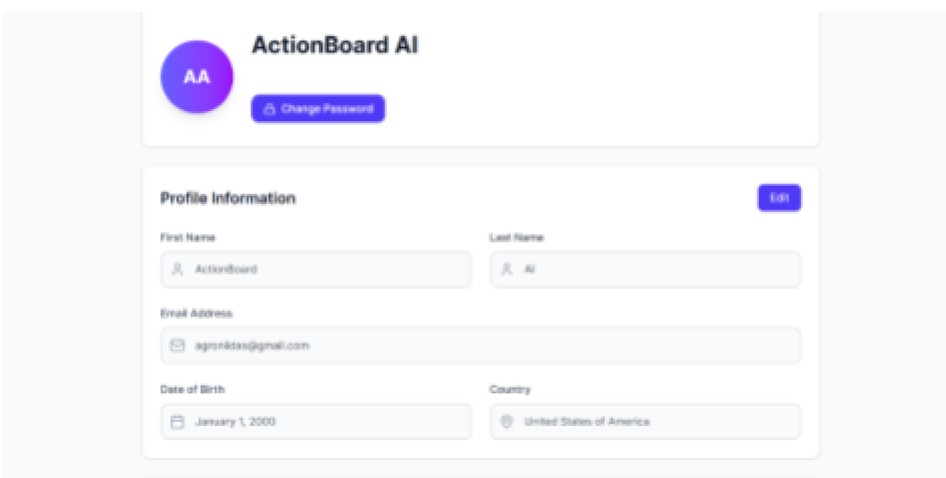
The “User Options” button will allow users to access their profile, configure meetings platforms, and logout.

4.0 Profile:

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



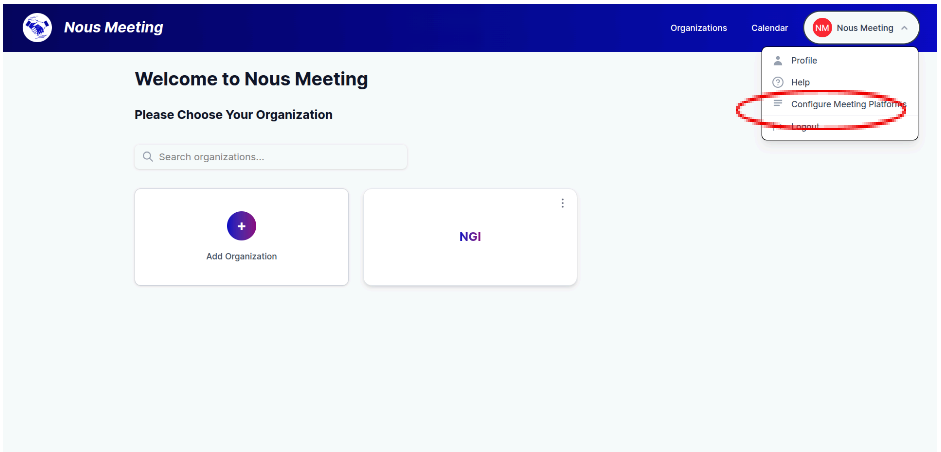
This will take you to the User Profile.



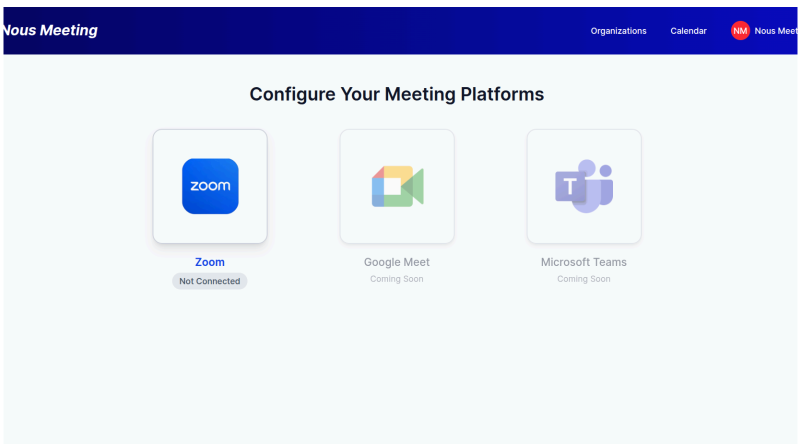
From here, users can change password, edit their personal details, and view their account status.

5.0 Configure Meeting Platforms:

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



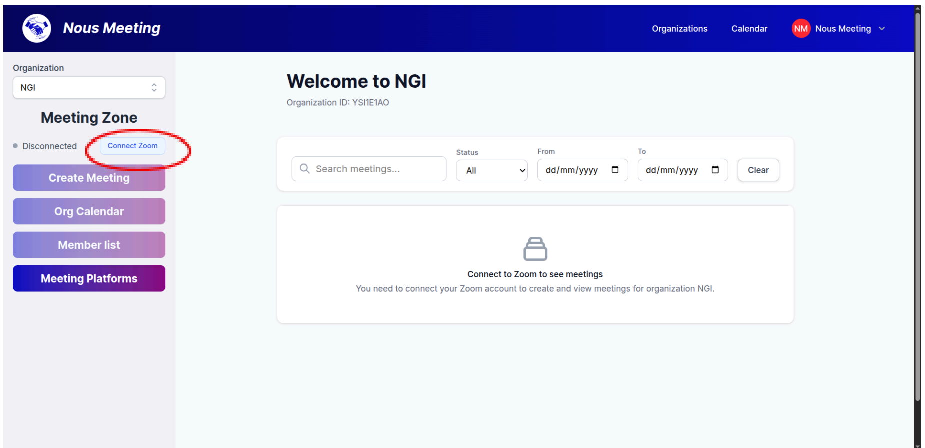
To connect a meeting platform, users will click the meeting platform they wish to connect.



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

6.0 Meetings:

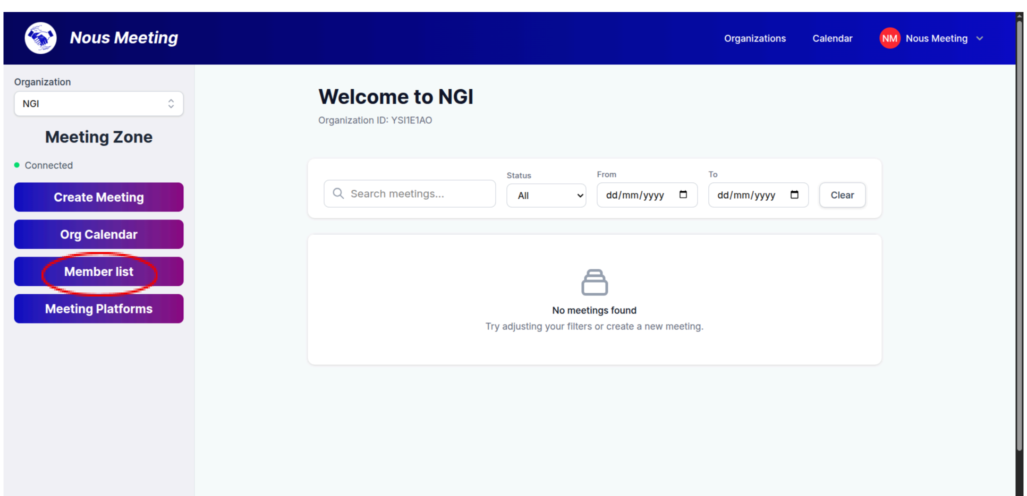
To access an organization's home page, users should click on the desired organization from Dashboard. This will bring up an Organization's Home Page:

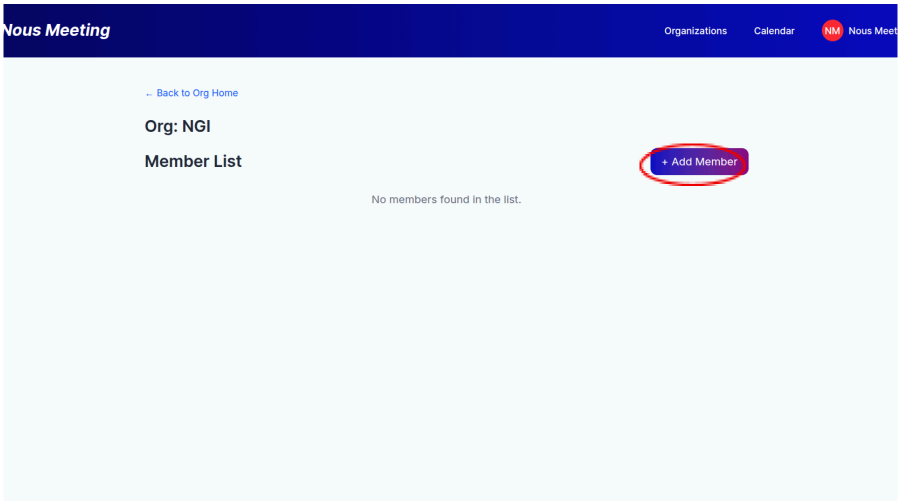


Users must connect a zoom account using the "Connect Zoom" button, and follow the subsequent steps to allow Nous Meeting to view their meetings.

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

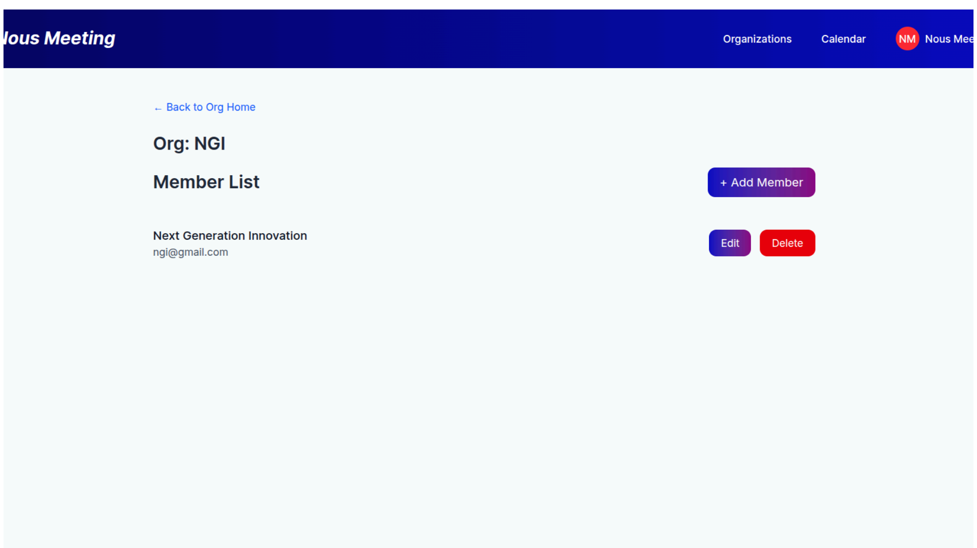
The Member List stores the names and email addresses of the Members of the Organization. This will allow Nous Meeting to send meeting links to each member when a meeting is creates. To get started, click "Member List" on the sidebar.



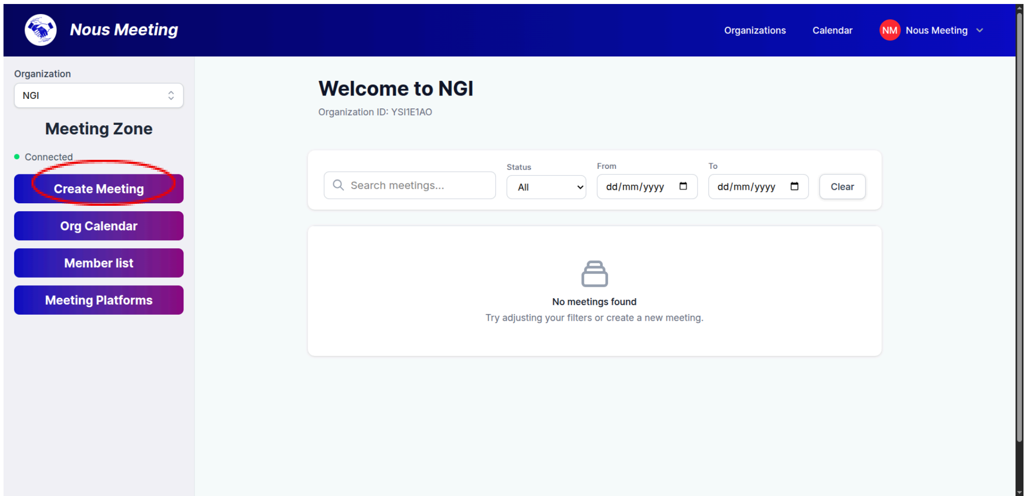


Click the “+ Add Member” button. This will allow users to add members to their organization.

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

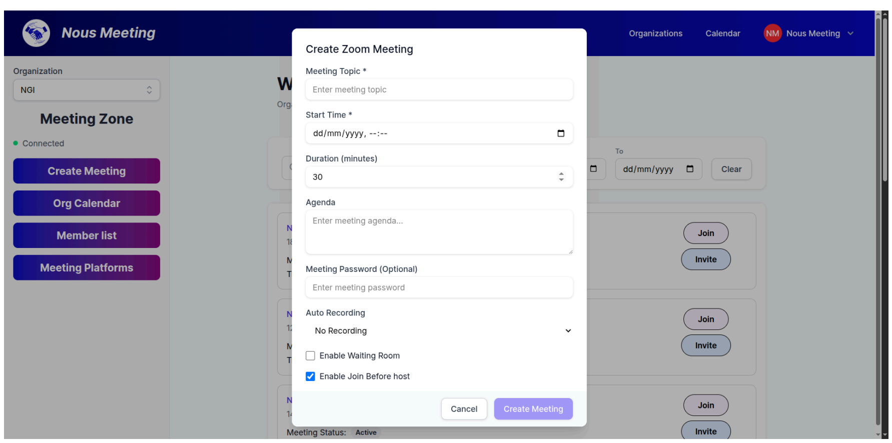


Navigate back to the organization home page using the blue button above the organization name. Now that the user has added members to their organization, they can invite them to a meeting. Click the “Create Meeting” button in the sidebar:

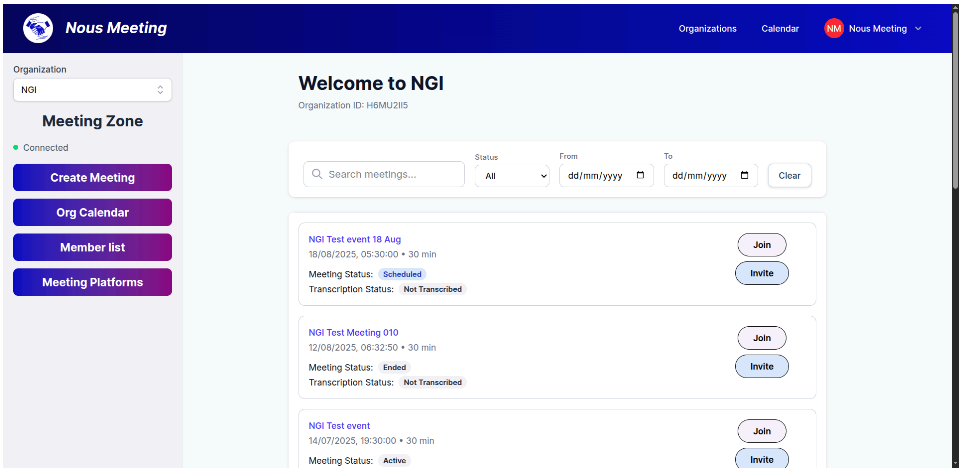


This will allow you to create a Zoom meeting. Users must give a Meeting Title and Start Time, and can also specify the Meeting Duration, Meeting Agenda, Meeting Password, Auto Recording Setting, Waiting Room Status, and Ability to Join Before Host.

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



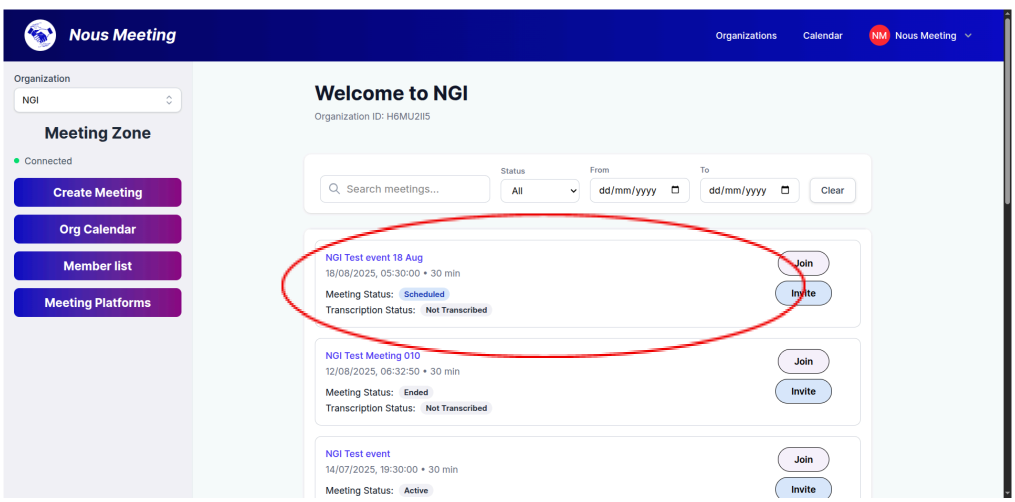
Success! A meeting has been created. The meeting will show up on the Organization Home Page and the User Calendar. On the Organization Home Page, users can join or invite members from their Member List to the meeting.



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

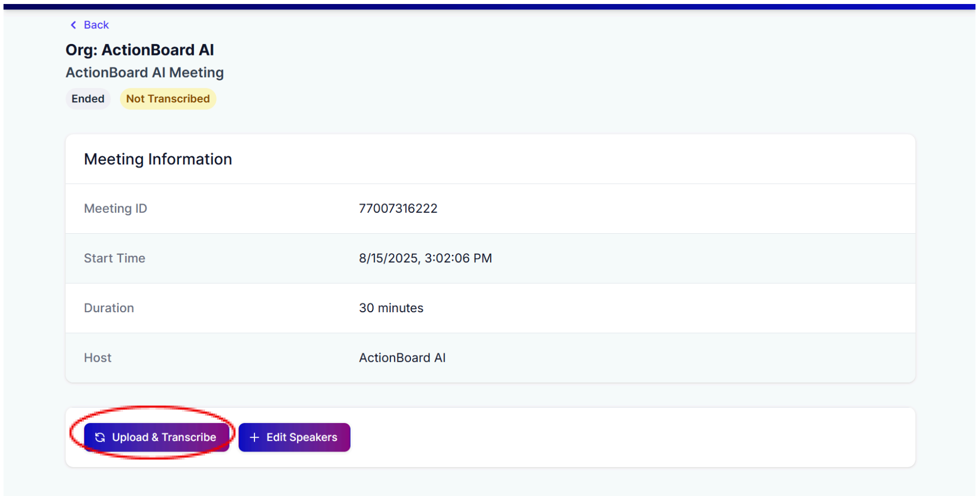
7.0 AI Insights:

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

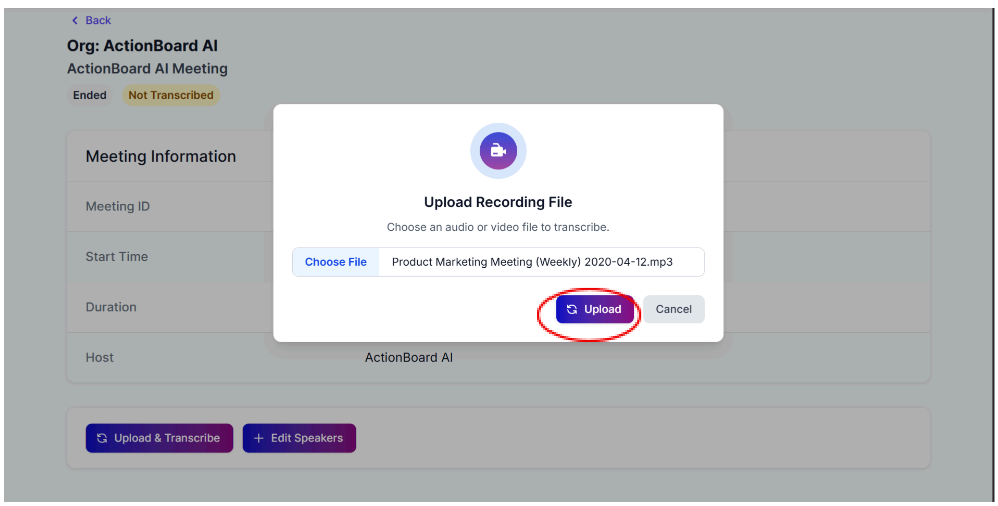


From here, users can upload the recording of the meeting.

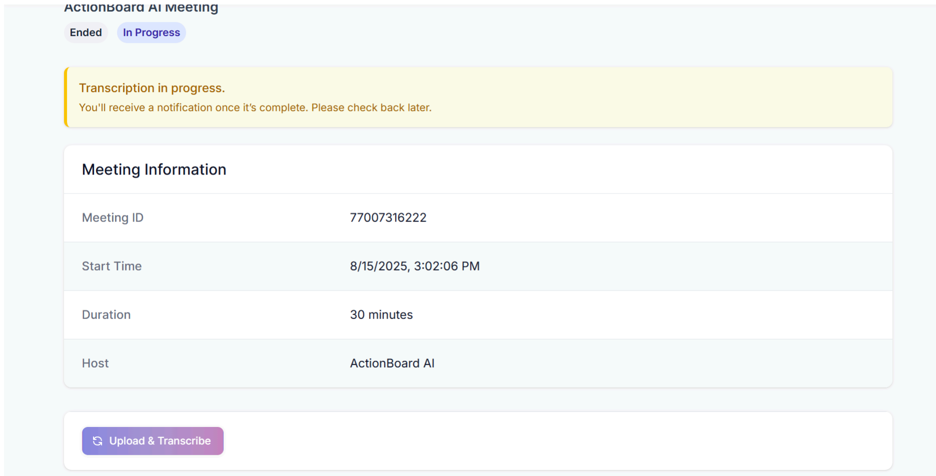
For Zoom Pro users, the meeting will be automatically uploaded to Nous Meeting. For regular Zoom users, they must first download the meeting audio from Zoom and then upload the recording to Nous Meeting.



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

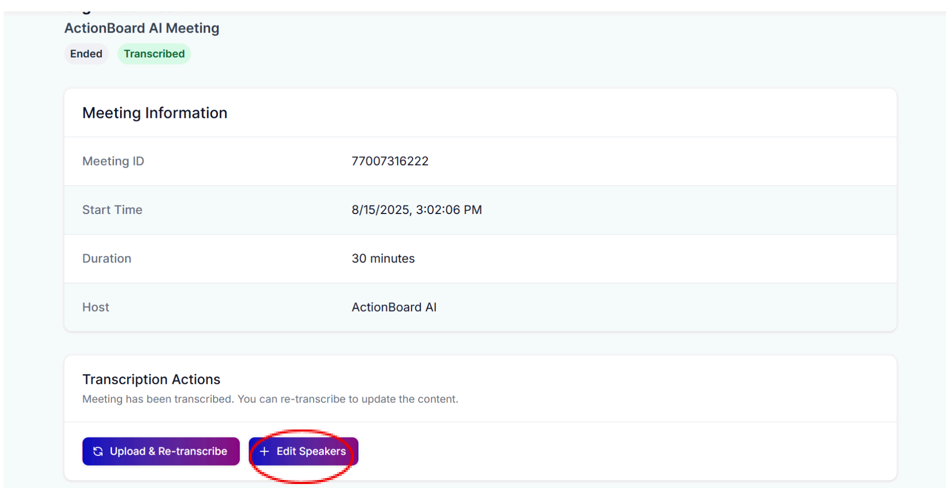


Once the meeting is uploaded, users will see a “Transcription in Progress” tag, and must allow a few minutes for the AI to deliver insights. Once the AI has finished, the user will receive an email notification.



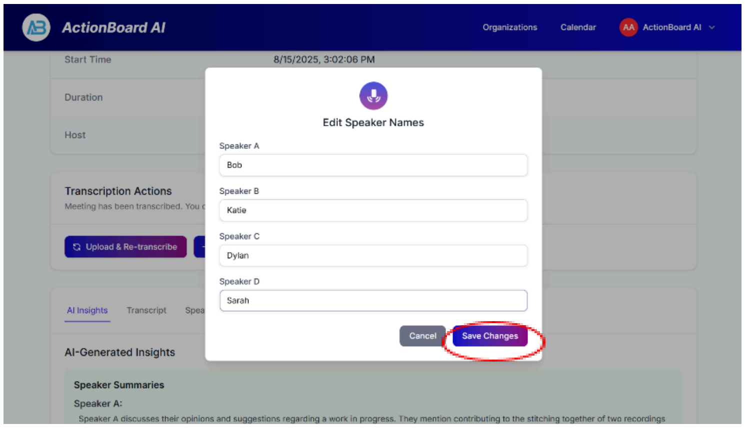
Once the recording has finished processing, users will be able to edit Speaker Names, access AI Insights, Meeting Transcript, Speaker Summaries and Overall Meeting Sentiment.

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

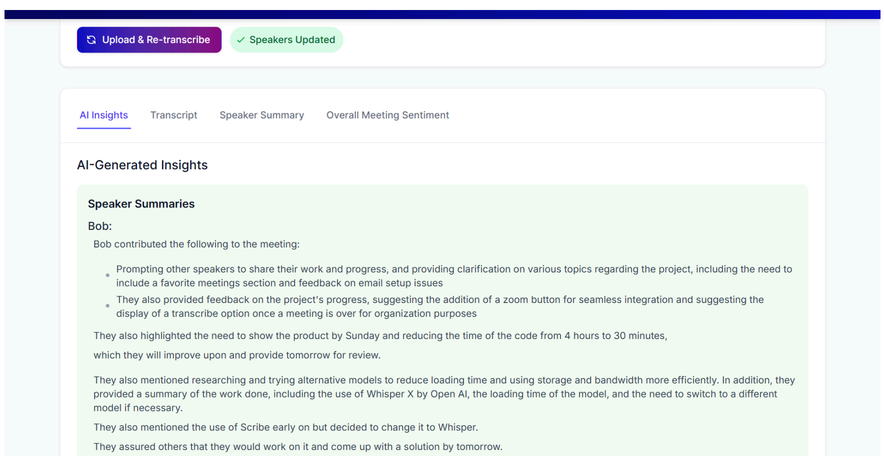


From here, the names of each person in the meeting can be edited.

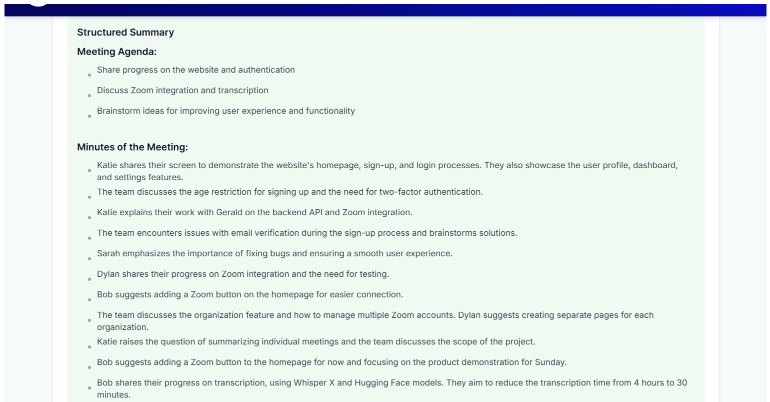
To save the name edits, users should hit “Save Changes”

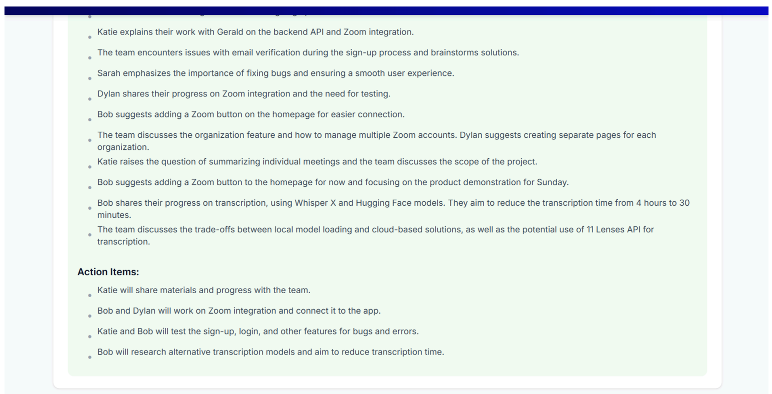


Users should then access the AI Insights of the Meeting by scrolling down:

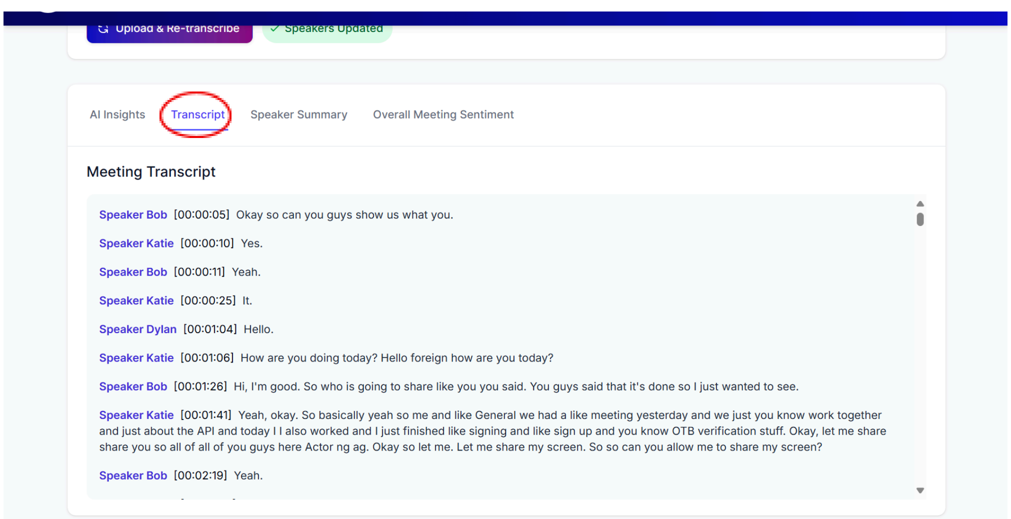


In the AI Insights, users can see the Summaries of what each participant contributed, the Agenda of the Meeting, Minutes of the Meeting, and Action Items. These can all be accessed by scrolling down.



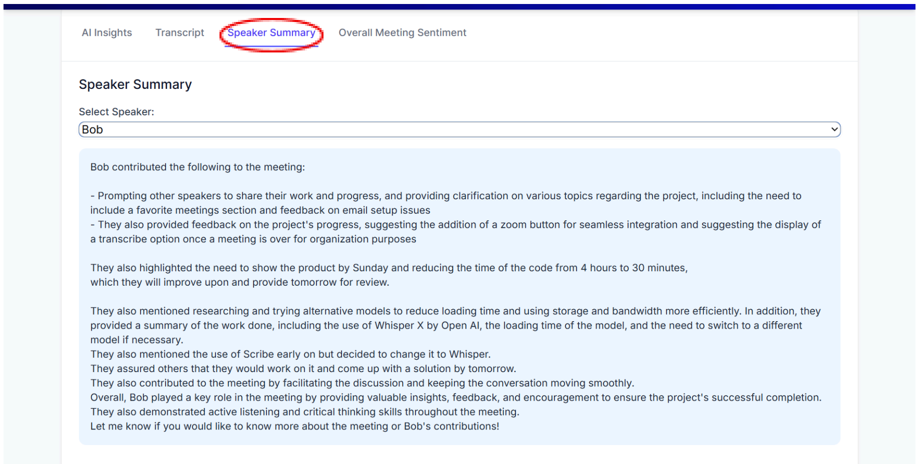


Next, users can access the Transcript of the meeting by scrolling up and clicking the "Transcript" button.

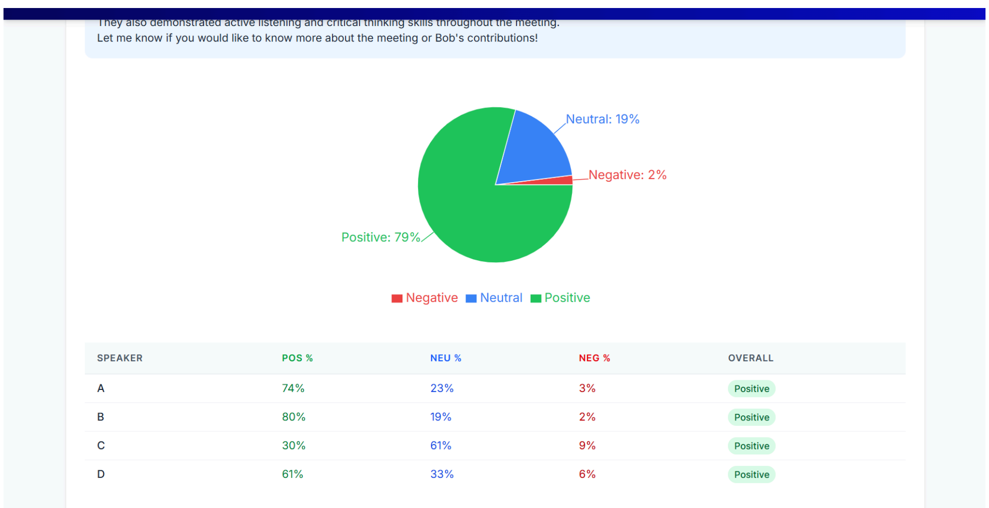


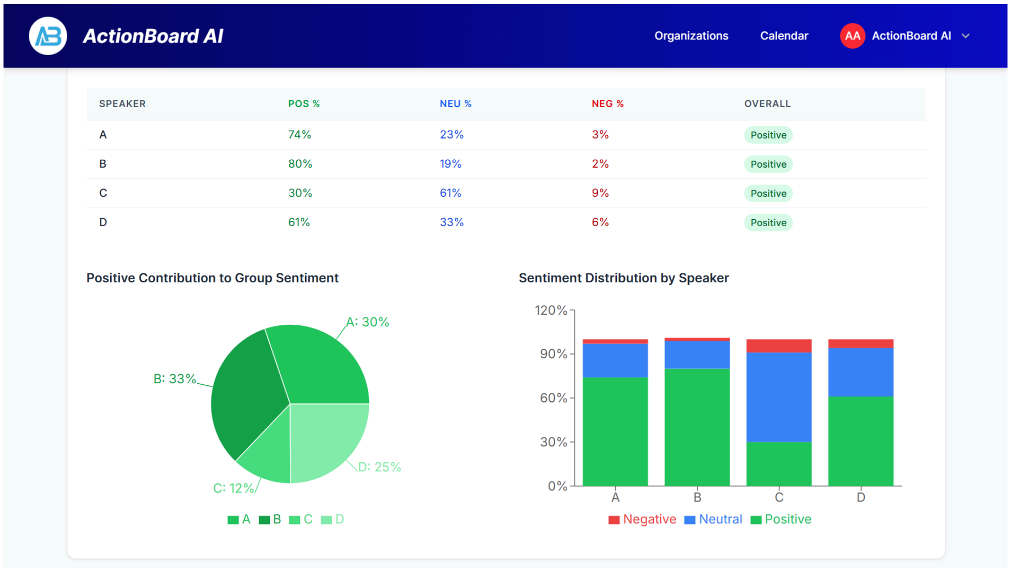
The Transcript is a word-by-word written recount of what was said and who said it during the meeting.

Next, users should navigate to the Speaker Summary tab



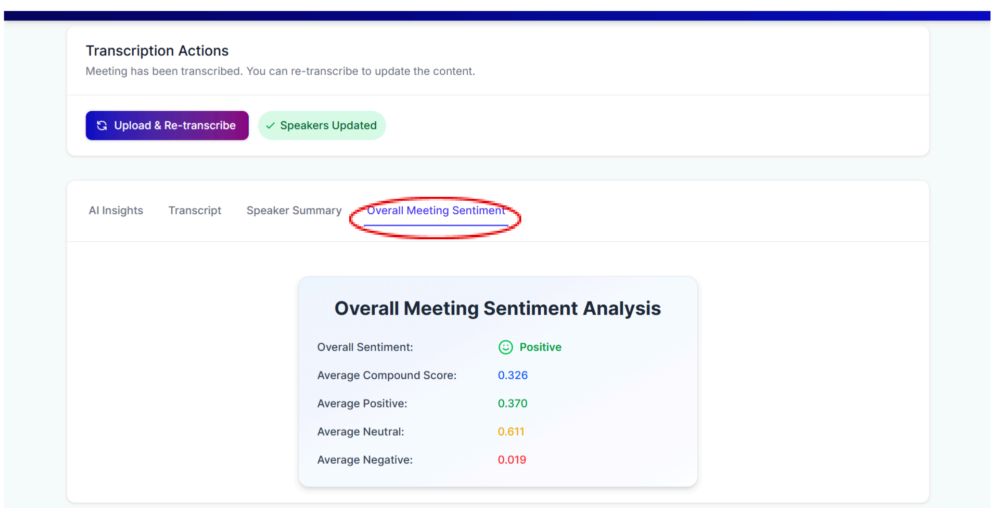
The Speaker Summary tab shows a selected participant's contributions to the meeting, the sentiments they exhibited, their positive contribution to group sentiment, and sentiment distribution by speaker.





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.



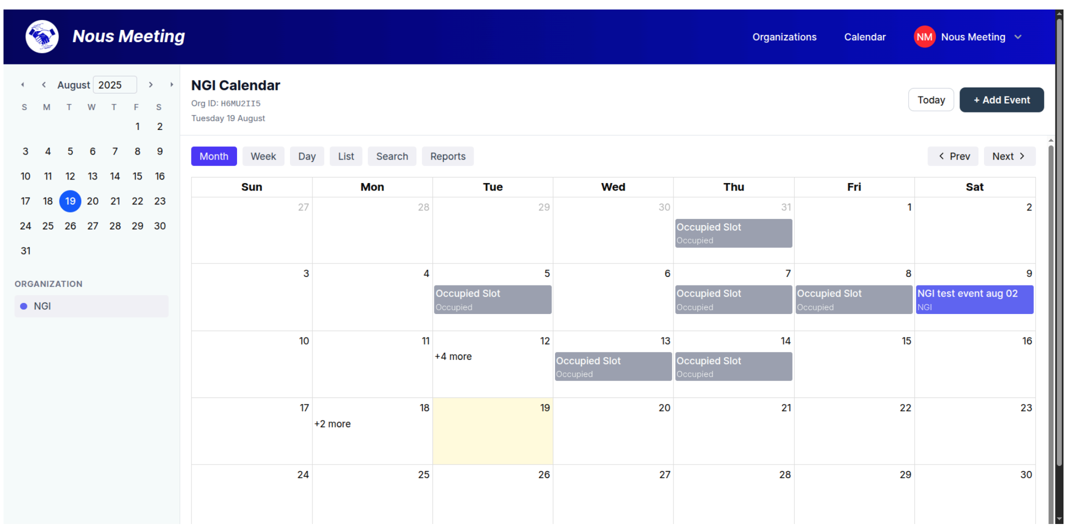
8.0 Calendar:

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 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:

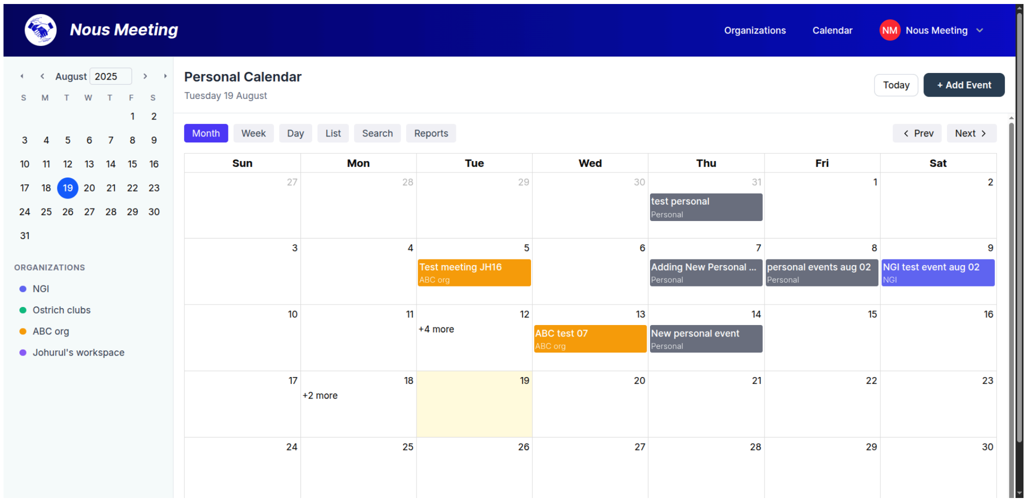
The Organization-Specific Calendar will show all the meetings from a specific organization. The title, description, and participants of the meeting can be accessed from the calendar. Additionally, the timing of these events can be edited from the calendar. New Organization-Specific Events can be added 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.



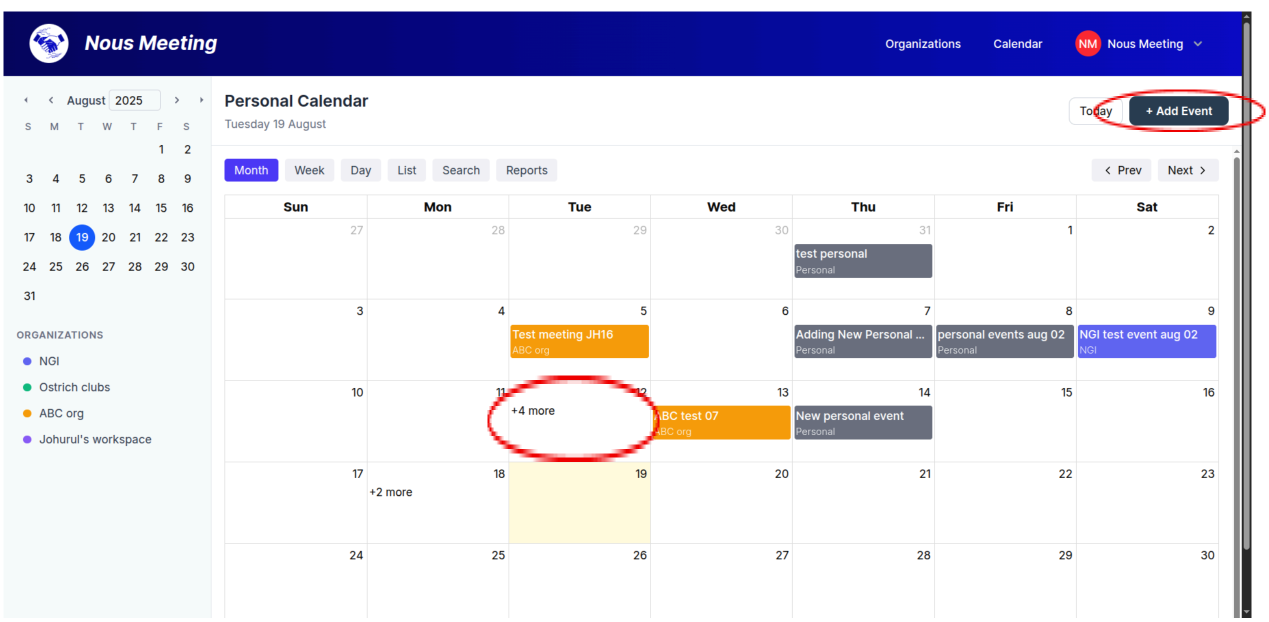
Personal Calendar:

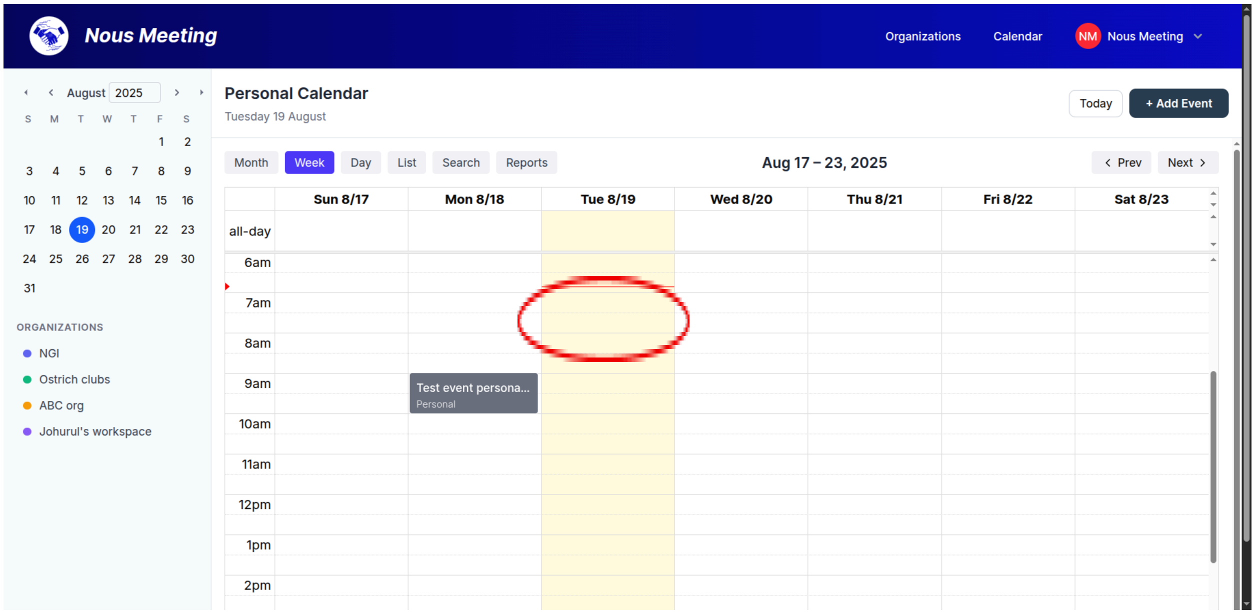
The Personal Calendar will show **all** meetings and events from **all** organizations. These events can be edited directly from the Calendar. Additionally, Personal Events that do not belong to any Organization can be added to the calendar, as well as Organization Events from any of a user’s organizations.

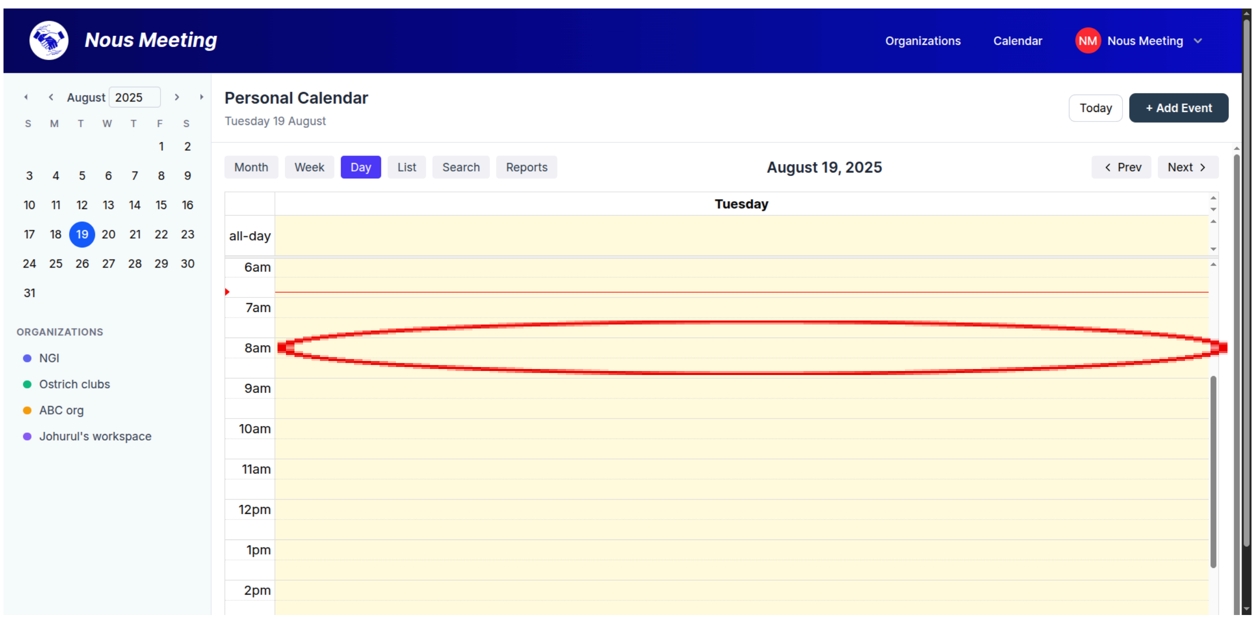


Functionalities:

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.




Nous Meeting
Organizations
Calendar
NM Nous Meeting
August 2025
S M T W T F S
Personal Calendar
Tuesday 19 August
Today
+ Add Event
ORGANIZATIONS
NGI
Ostrich clubs
ABC org
Johurul's workspace
Month
Week
Day
List
Search
Reports
Aug 17 – 23, 2025
Prev
Next
Sun 8/17
Mon 8/18
Tue 8/19
Wed 8/20
Thu 8/21
Fri 8/22
Sat 8/23
all-day
6am
7am
8am
9am
10am
11am
12pm
1pm
2pm
Test event persona...
Personal


Nous Meeting
Organizations
Calendar
NM Nous Meeting
August 2025
S M T W T F S
Personal Calendar
Tuesday 19 August
Today
+ Add Event
ORGANIZATIONS
NGI
Ostrich clubs
ABC org
Johurul's workspace
Month
Week
Day
List
Search
Reports
August 19, 2025
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all-day
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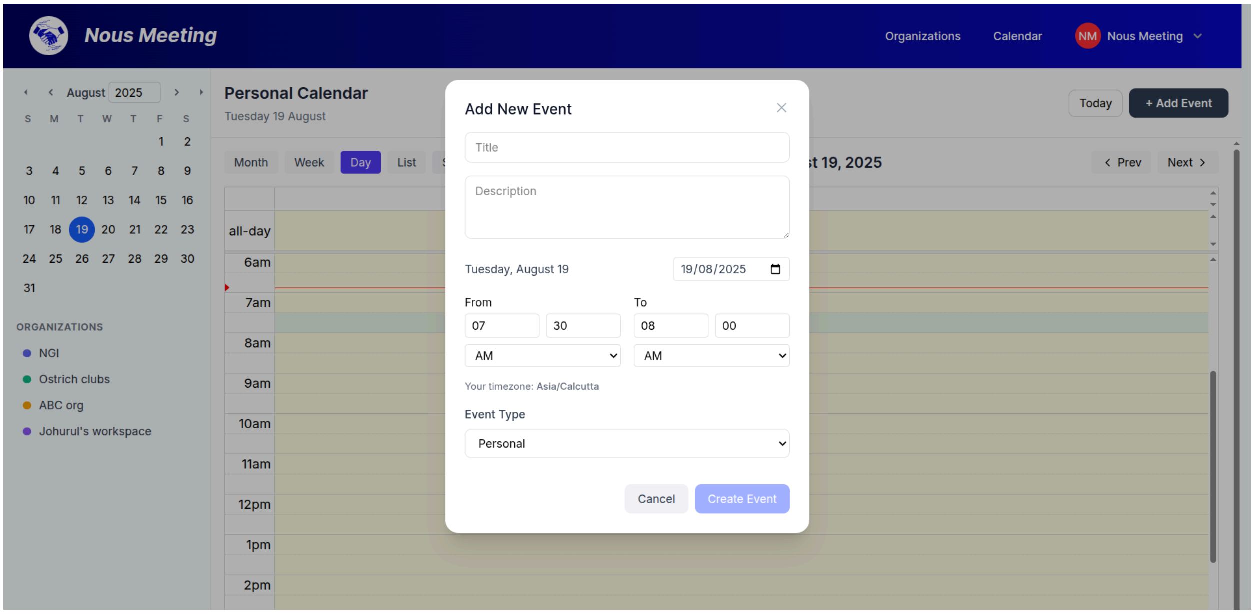

2. Edit event: you can edit event by dragging and dropping or clicking the edit option.