

Nous Meeting User Manual

Core Functionalities of Nous Meeting

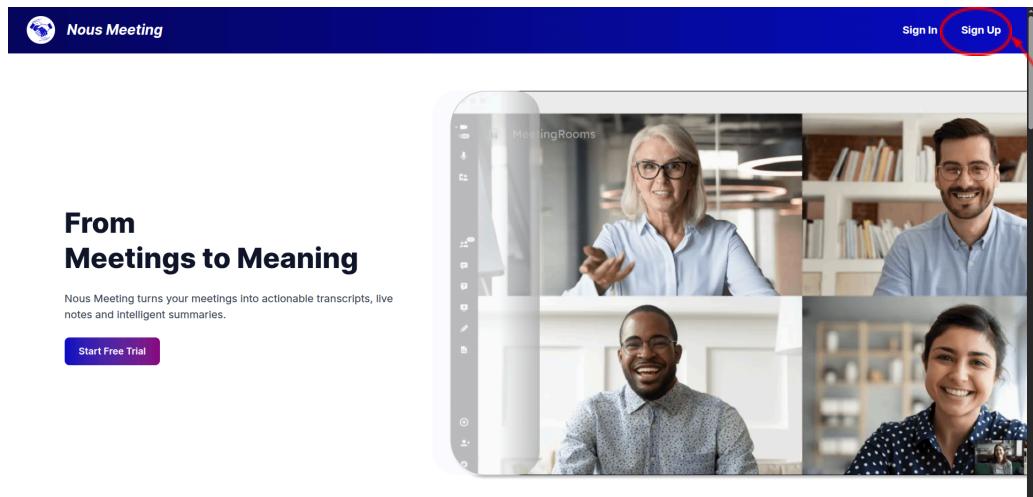
<ul style="list-style-type: none">User Authentication: Secure login and registration system with JWT-based session management.
<ul style="list-style-type: none">Integration with Video Conferencing Platforms: Native support for Zoom (production-ready), with upcoming support for Microsoft Teams and Google Meet.
<ul style="list-style-type: none">Dashboard Interface: A responsive, interactive dashboard providing access to meetings, transcripts, reports, and user actions.
<ul style="list-style-type: none">Organization Management: Ability to create and manage organizations, assign members, and control access levels.
<ul style="list-style-type: none">Meeting Audio Ingestion: Upload and ingest audio from recorded meetings or live sources.
<ul style="list-style-type: none">Transcription Engine: Accurate speech-to-text conversion using Whisper or equivalent models.
<ul style="list-style-type: none">Summarization: Automated generation of concise meeting summaries using transformer-based NLP models.
<ul style="list-style-type: none">Action Item Extraction: Identification and surfacing of key follow-up items, commitments, and deadlines from conversations.
<ul style="list-style-type: none">Reminder & Follow-up System: Email and SMS notifications for pending tasks, meetings, or important follow-ups.
<ul style="list-style-type: none">Data Storage: Secure storage in Firebase or optionally Google Sheets for lightweight integrations.
<ul style="list-style-type: none">Live Note-Taking: Real-time collaborative note-taking integrated with transcription during meetings.
<ul style="list-style-type: none">Multi-Language Support: Transcription and summarization available in multiple languages.
<ul style="list-style-type: none">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:

The screenshot shows the 'Create Account' page for Nous Meeting. At the top, there's a 'Continue with Google' button and a link to 'or sign up with email'. Below that, there are fields for 'First Name *' (John), 'Last Name *' (Doe), 'Email Address *' (john@example.com), 'Country *' (Select your country), 'Date of Birth *' (dd/mm/yyyy), 'Password *' (Create a strong password), and 'Confirm Password *' (Confirm your password). A checkbox for 'I agree to the [Terms of Use](#) and [Privacy Policy](#)' is checked. At the bottom, a large blue 'Create Account' button is highlighted with a red circle. Above the button, a red arrow points from the 'Create Account' text in the instructions to the button itself.

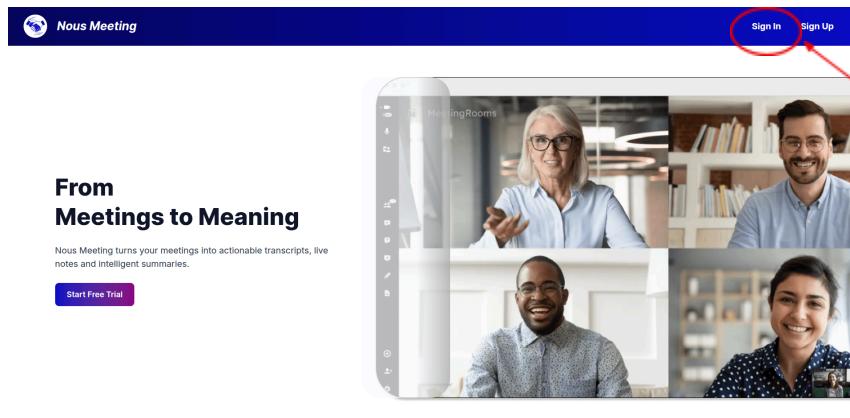
After hitting “Create Account”, a six-digit one time passcode will be sent to your email. If you are having difficulties receiving the one time passcode, please check your spam and junk folders, or re-send the code. After receiving the passcode, copy the code into the verification, and hit “Verify Email”

The screenshot shows the 'Verify Your Email' page. It features a purple envelope icon and the title 'Verify Your Email'. Below it says 'We sent a 6-digit code to'. There's an input field labeled 'Enter 6-digit verification code' with five empty boxes. The first box contains the digit '1'. Below the input field is a large blue 'Verify Email' button. To its left is a link 'Didn't receive the code?'. Below the button are two more links: 'Resend in 150s' and 'Back to Registration'. At the very bottom, a note says 'Please check your email inbox and spam folder for the verification'.

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.

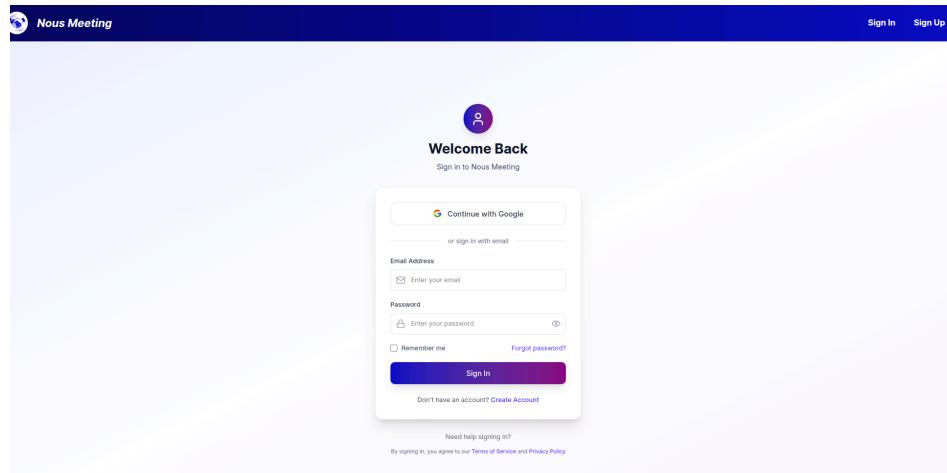
2.0 Signing In:

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.

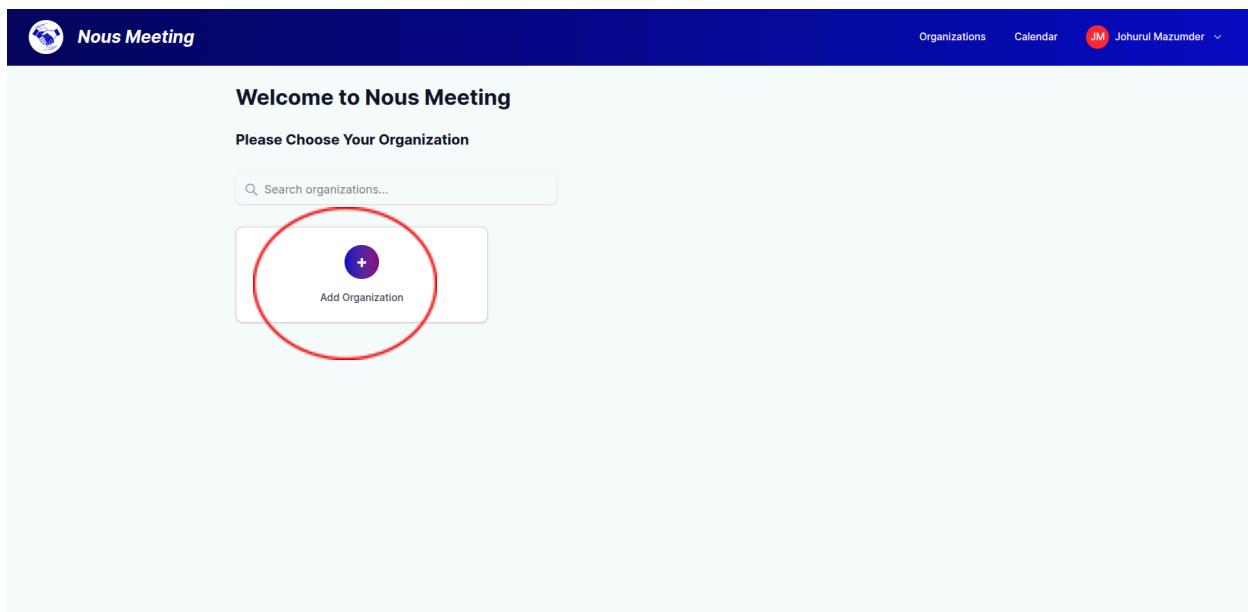


Congratulations! You have successfully Signed In! This will automatically redirect you into the Organization Dashboard.

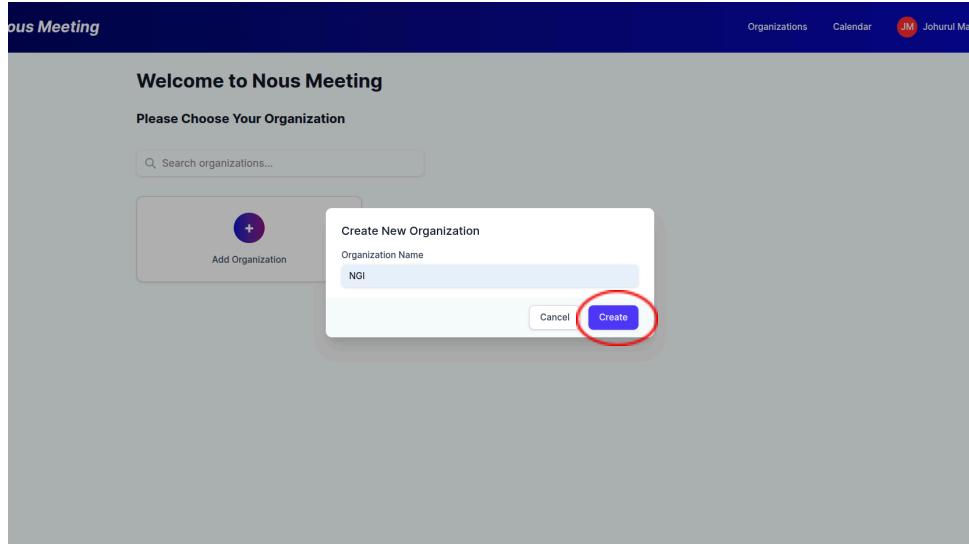
3.0 Organization Dashboard:

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

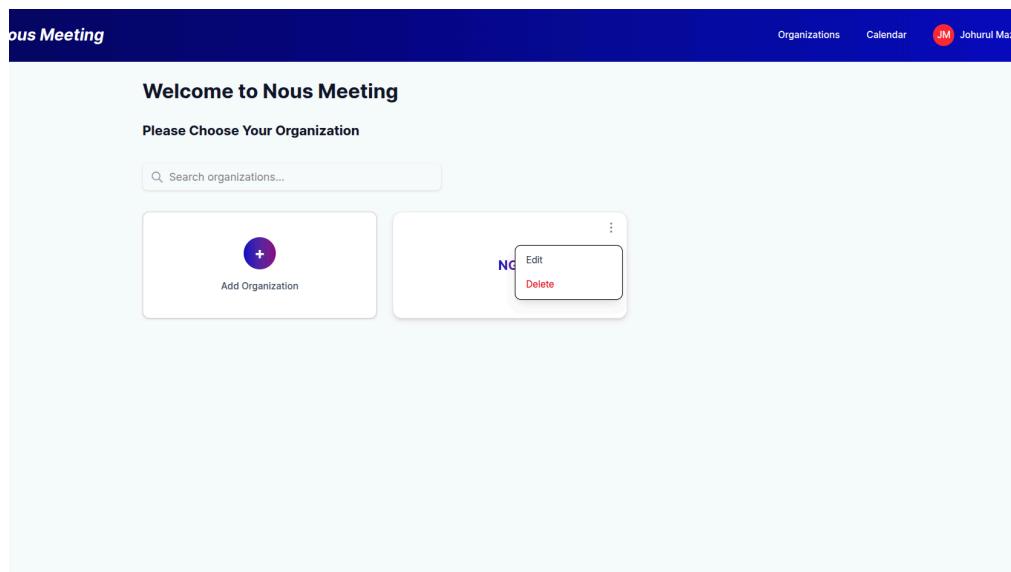
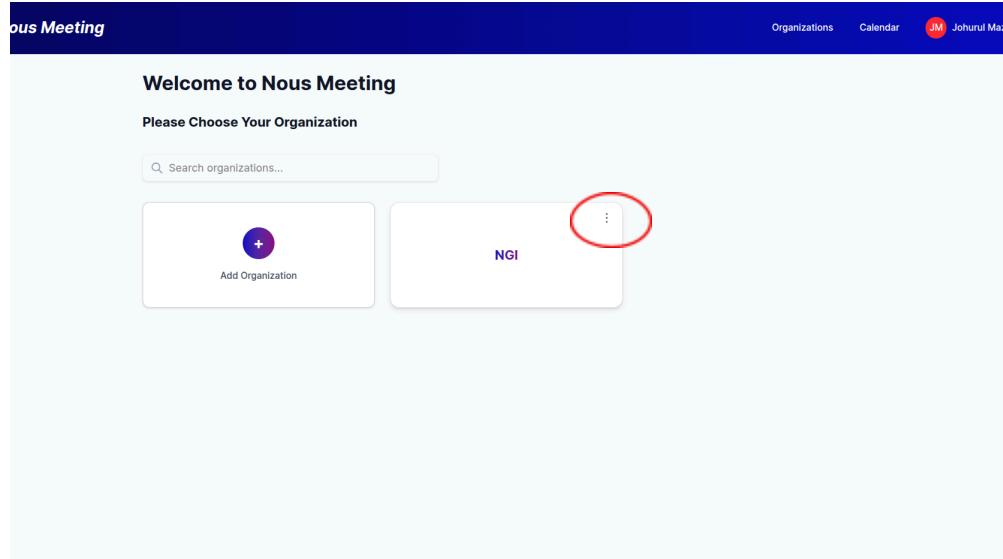
To get started, let’s create an organization. To do this, hit the “Add Organization” button.



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.

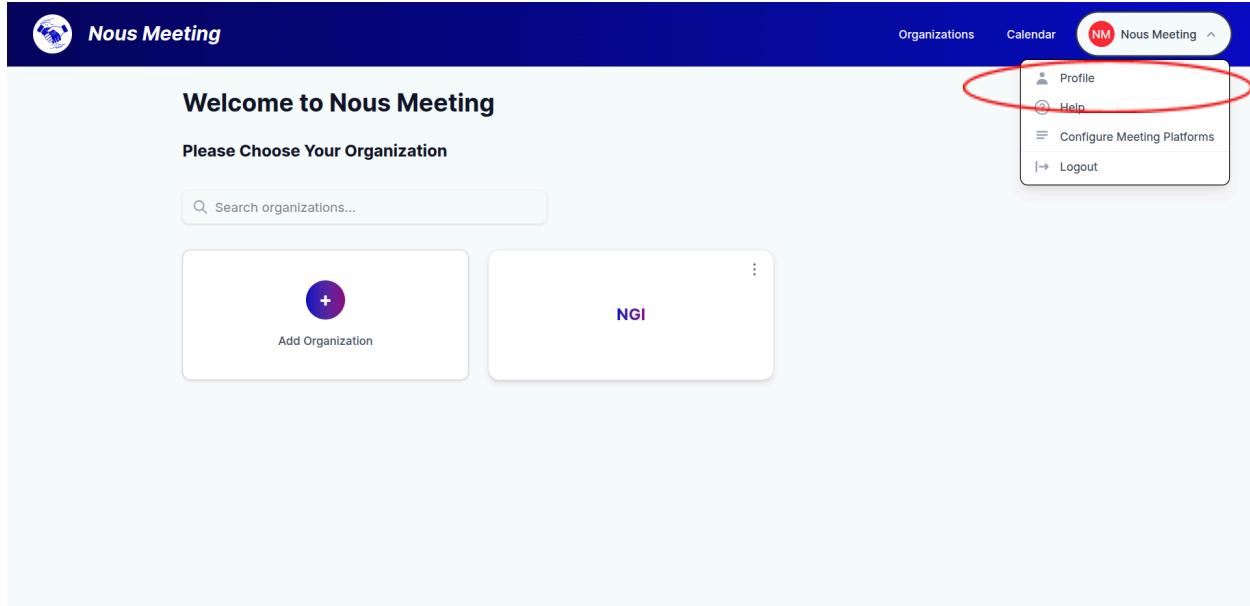
The “Organizations” button brings up a list of all the organizations a user has created, and each organization can be accessed through this list.

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

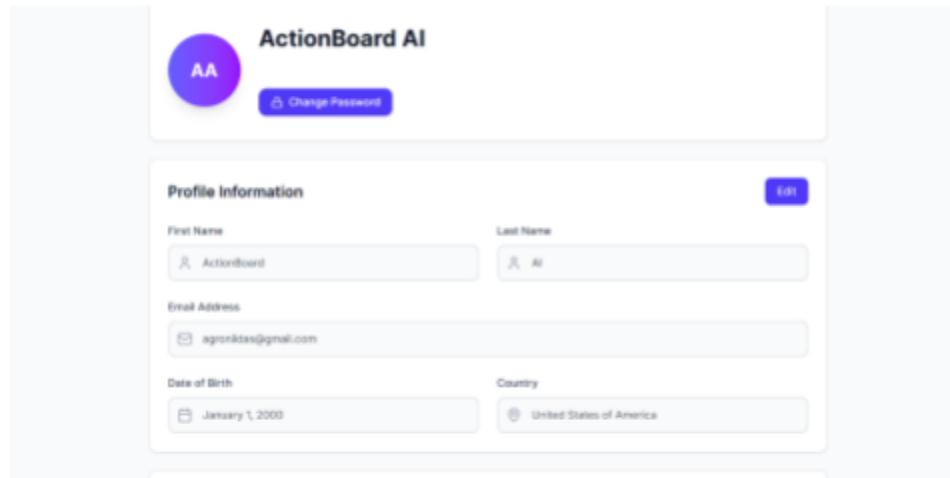
The “User Options” button will allow users to access their profile, configure meetings platforms, and logout.

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”.



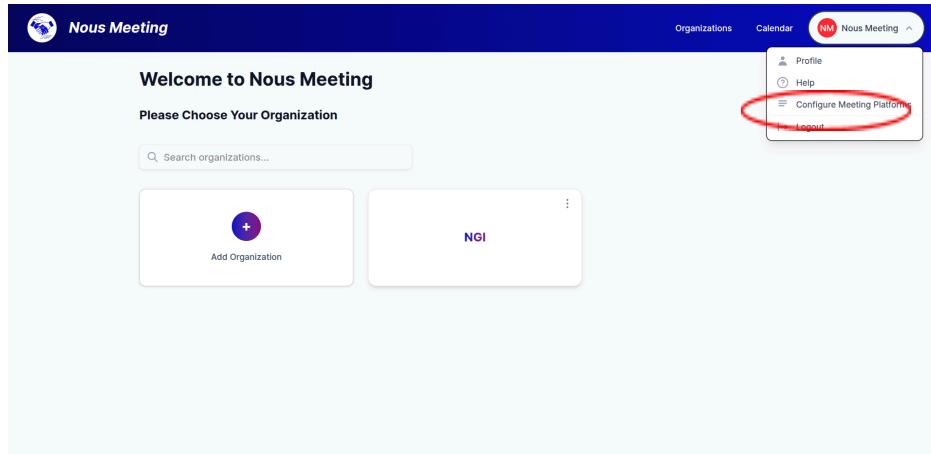
This will take you to the User Profile.



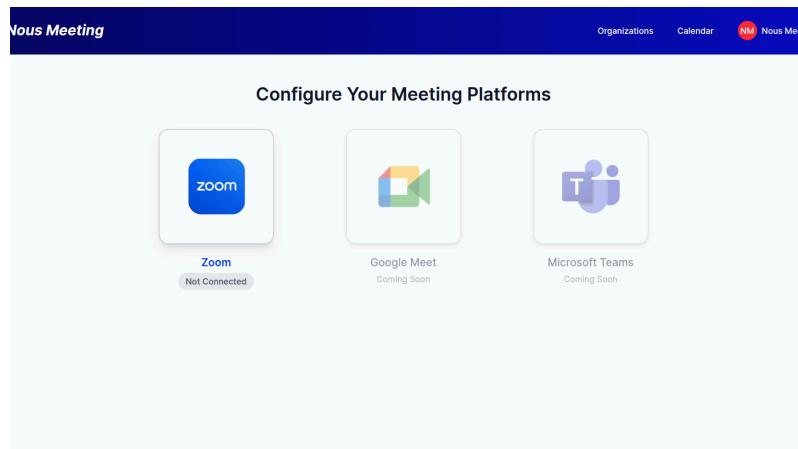
From here, users can change password, edit their personal details, and view their account status.

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:

The screenshot shows the Nous Meeting interface for the organization NGI. The sidebar on the left has a dropdown for 'Organization' set to 'NGI'. Under 'Meeting Zone', it says 'Disconnected' and features a prominent 'Connect Zoom' button, which is circled in red. Below this are buttons for 'Create Meeting', 'Org Calendar', 'Member list', and 'Meeting Platforms'. The main content area is titled 'Welcome to NGI' with the organization ID 'YSIIEIAO'. It includes a search bar with fields for 'Status' (set to 'All'), 'From' (dd/mm/yyyy), and 'To' (dd/mm/yyyy). A message box says 'Connect to Zoom to see meetings' with the sub-instruction 'You need to connect your Zoom account to create and view meetings for organization NGI.'

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.

This screenshot shows the same Nous Meeting interface for NGI, but with a green dot next to 'Connected' in the sidebar, indicating successful connection. The 'Member list' button in the sidebar is circled in red. The main content area remains the same with the 'Welcome to NGI' message and search bar. However, the central panel now displays a message: 'No meetings found' followed by the sub-instruction 'Try adjusting your filters or create a new meeting.'

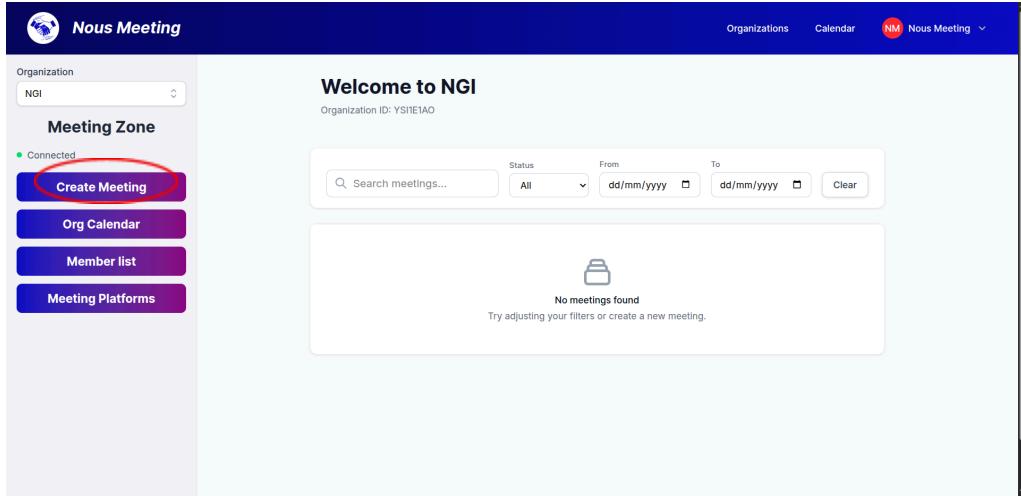
The screenshot shows a user interface for managing organization members. At the top, there's a dark blue header bar with the text 'Nous Meeting' on the left and navigation links for 'Organizations', 'Calendar', and 'Nous Meet' on the right. Below the header, the page title 'Org: NGI' and 'Member List' are displayed. A message 'No members found in the list.' is centered. In the bottom right corner of the main content area, there is a purple button with white text that says '+ Add Member'. This button is highlighted with a red oval.

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.

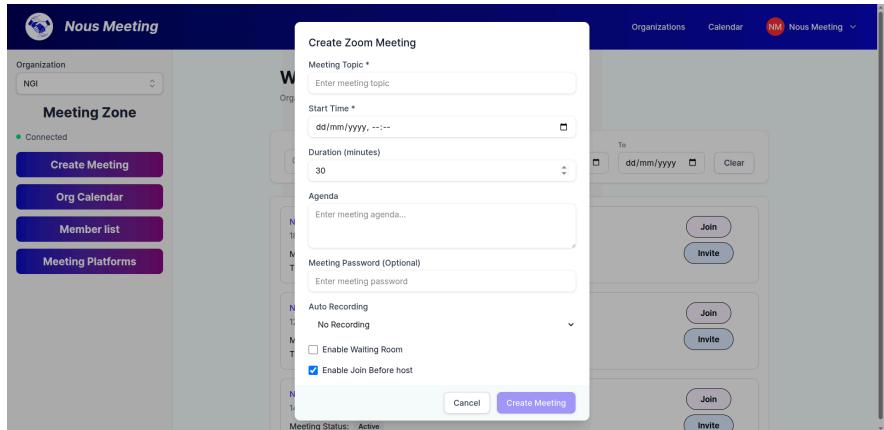
This screenshot shows the same 'Member List' page as before, but now it displays a single member entry. The member is listed as 'Next Generation Innovation' with the email 'ngl@gmail.com'. To the right of the member's name, there are two buttons: a blue 'Edit' button and a red 'Delete' button. The rest of the page structure remains the same, including the header, organization name, and '+ Add Member' button.

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.

Welcome to NGI
Organization ID: H6MU2II5

Search meetings... Status All From dd/mm/yyyy To dd/mm/yyyy Clear

NGI Test event 18 Aug
18/08/2025, 05:30:00 • 30 min
Meeting Status: Scheduled
Transcription Status: Not Transcribed

Join **Invite**

NGI Test Meeting 010
12/08/2025, 06:32:50 • 30 min
Meeting Status: Ended
Transcription Status: Not Transcribed

Join **Invite**

NGI Test event
14/07/2025, 19:30:00 • 30 min
Meeting Status: Active

Join **Invite**

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.

Welcome to NGI
Organization ID: H6MU2II5

Search meetings... Status All From dd/mm/yyyy To dd/mm/yyyy Clear

NGI Test event 18 Aug
18/08/2025, 05:30:00 • 30 min
Meeting Status: Ended
Transcription Status: Not Transcribed

Join **Invite**

NGI Test Meeting 010
12/08/2025, 06:32:50 • 30 min
Meeting Status: Ended
Transcription Status: Not Transcribed

Join **Invite**

NGI Test event
14/07/2025, 19:30:00 • 30 min
Meeting Status: Active

Join **Invite**

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.

The screenshot shows a meeting summary page for an 'ActionBoard AI Meeting'. At the top, it says 'Org: ActionBoard AI' and 'ActionBoard AI Meeting'. Below that, it indicates the meeting is 'Ended' and 'Not Transcribed'. A large section titled 'Meeting Information' displays details: Meeting ID (77007316222), Start Time (8/15/2025, 3:02:06 PM), Duration (30 minutes), and Host (ActionBoard AI). At the bottom of this section are two buttons: 'Upload & Transcribe' (highlighted with a red circle) and '+ Edit Speakers'.

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

This screenshot shows the same meeting summary page as above, but with an 'Upload Recording File' dialog box overlaid. The dialog has a video camera icon at the top, followed by the text 'Upload Recording File' and 'Choose an audio or video file to transcribe.' It contains a 'Choose File' button and a preview area showing 'Product Marketing Meeting (Weekly) 2020-04-12.mp3'. At the bottom of the dialog are 'Upload' and 'Cancel' buttons, with the 'Upload' button also circled in red. The background meeting information and other buttons remain visible.

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.

ActionBoard AI Meeting

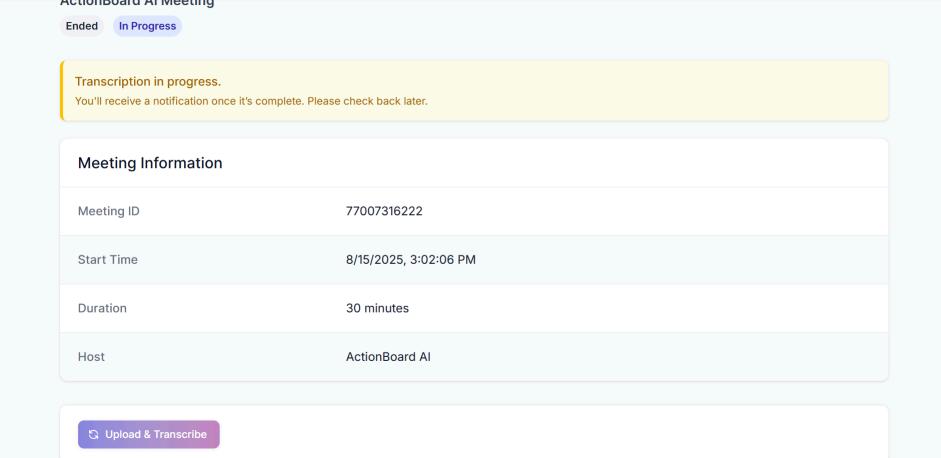
Ended In Progress

Transcription in progress.
You'll receive a notification once it's complete. Please check back later.

Meeting Information

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

[Upload & Transcribe](#)



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

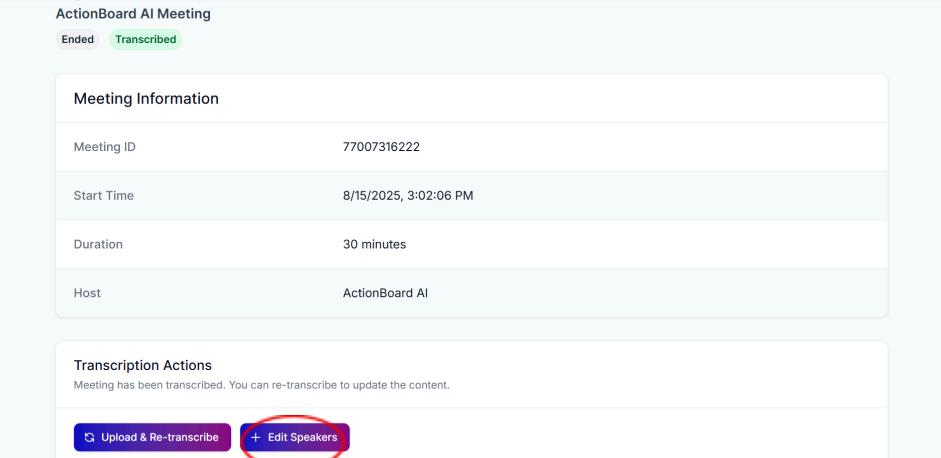
Meeting Information

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

Transcription Actions

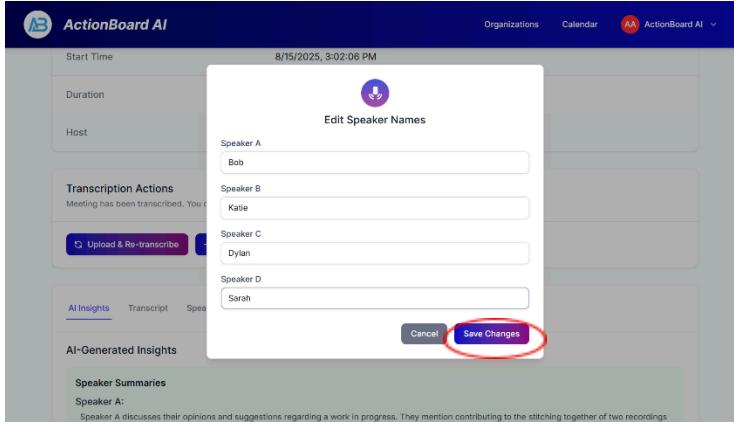
Meeting has been transcribed. You can re-transcribe to update the content.

[Upload & Re-transcribe](#) [Edit 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:

AI Insights

AI-Generated Insights

Speaker Summaries

Bob:

- Bob contributed the following to the meeting:
- Prompting other speakers to share their work and progress, and providing clarification on various topics regarding the project, including the need to include a favorite meetings section and feedback on email setup issues
- They also provided feedback on the project's progress, suggesting the addition of a zoom button for seamless integration and suggesting the display of a transcribe option once a meeting is over for organization purposes

They also highlighted the need to show the product by Sunday and reducing the time of the code from 4 hours to 30 minutes, which they will improve upon and provide tomorrow for review.

They also mentioned researching and trying alternative models to reduce loading time and using storage and bandwidth more efficiently. In addition, they provided a summary of the work done, including the use of Whisper X by Open AI, the loading time of the model, and the need to switch to a different model if necessary.

They also mentioned the use of Scribe early on but decided to change it to Whisper.

They assured others that they would work on it and come up with a solution by tomorrow.

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.

Structured Summary

Meeting Agenda:

- Share progress on the website and authentication
- Discuss Zoom integration and transcription
- Brainstorm ideas for improving user experience and functionality

Minutes of the Meeting:

- Katie shares their screen to demonstrate the website's homepage, sign-up, and login processes. They also showcase the user profile, dashboard, and settings features.
- The team discusses the age restriction for signing up and the need for two-factor authentication.
- Katie explains their work with Gerald on the backend API and Zoom integration.
- The team encounters issues with email verification during the sign-up process and brainstorms solutions.
- Sarah emphasizes the importance of fixing bugs and ensuring a smooth user experience.
- Dylan shares their progress on Zoom integration and the need for testing.
- Bob suggests adding a Zoom button on the homepage for easier connection.
- The team discusses the organization feature and how to manage multiple Zoom accounts. Dylan suggests creating separate pages for each organization.
- Katie raises the question of summarizing individual meetings and the team discusses the scope of the project.
- Bob suggests adding a Zoom button to the homepage for now and focusing on the product demonstration for Sunday.
- Bob shares their progress on transcription, using Whisper X and Hugging Face models. They aim to reduce the transcription time from 4 hours to 30 minutes.

Action Items:

- Katie will share materials and progress with the team.
- Bob and Dylan will work on Zoom integration and connect it to the app.
- Katie and Bob will test the sign-up, login, and other features for bugs and errors.
- Bob will research alternative transcription models and aim to reduce transcription time.

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

AI Insights **Transcript** (circled) **Speaker Summary** **Overall Meeting Sentiment**

Meeting Transcript

Speaker Bob [00:00:05] Okay so can you guys show us what you.

Speaker Katie [00:00:10] Yes.

Speaker Bob [00:00:11] Yeah.

Speaker Katie [00:00:25] It.

Speaker Dylan [00:01:04] Hello.

Speaker Katie [00:01:06] How are you doing today? Hello foreign how are you today?

Speaker Bob [00:01:26] Hi, I'm good. So who is going to share like you you said. You guys said that it's done so I just wanted to see.

Speaker Katie [00:01:41] Yeah, okay. So basically yeah so me and like General we had a like meeting yesterday and we just you know work together and just about the API and today I also worked and I just finished like signing and like sign up and you know OTB verification stuff. Okay, let me share share you so all of you guys here Actor ng ag. Okay so let me. Let me share my screen. So so can you allow me to share my screen?

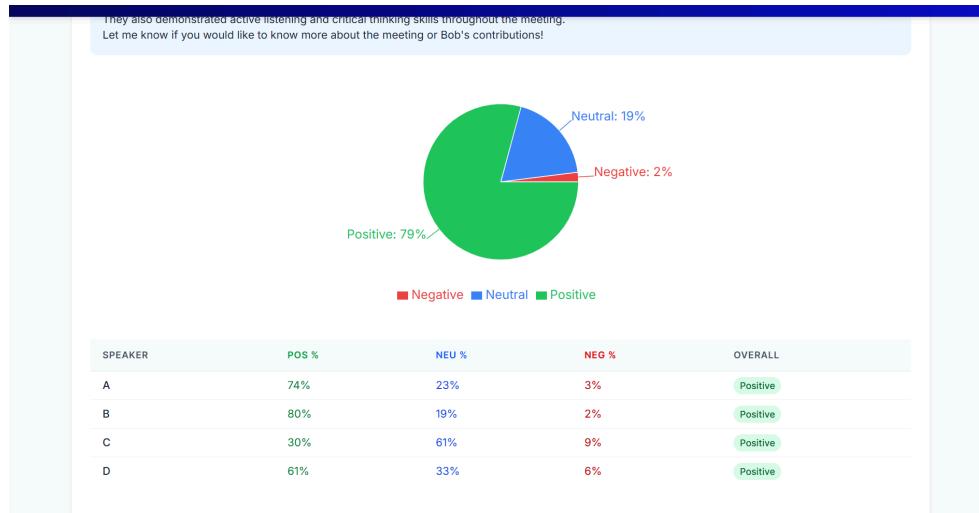
Speaker Bob [00:02:19] Yeah.

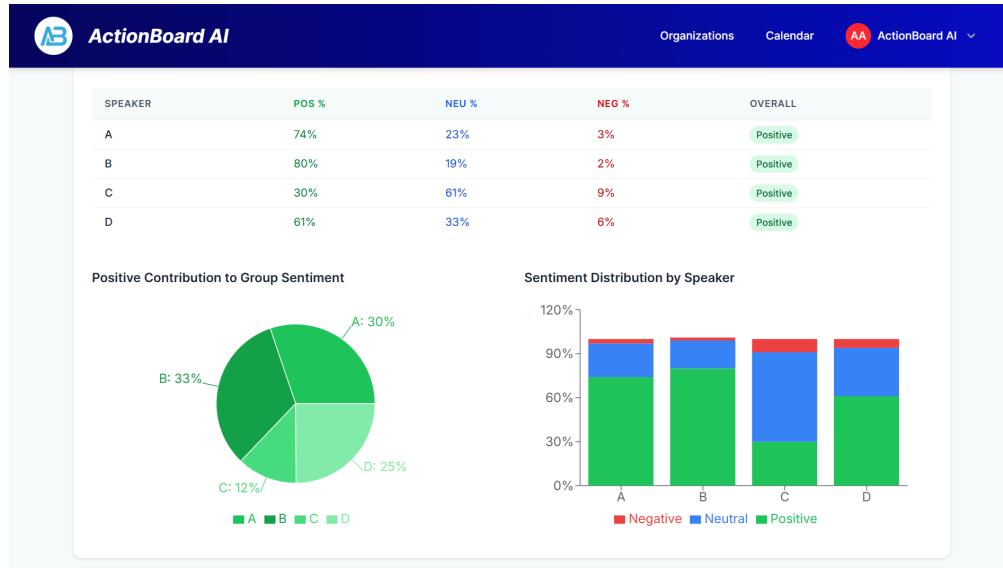
The Transcript is a word-by-word written recount of what was said and who said it during the meeting.

Next, users should navigate to the Speaker Summary tab

The screenshot shows the 'Speaker Summary' tab selected in a navigation bar. Below it, a section titled 'Select Speaker:' has a dropdown menu set to 'Bob'. The main content area displays a summary of Bob's contributions to the meeting, including his role in facilitating discussions and providing feedback. A note at the bottom encourages users to let them know if they want more details.

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.

The interface shows the "Overall Meeting Sentiment" section highlighted with a red oval. The section includes the following data:

Overall Sentiment:	Positive
Average Compound Score:	0.326
Average Positive:	0.370
Average Neutral:	0.611
Average Negative:	0.019

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 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:

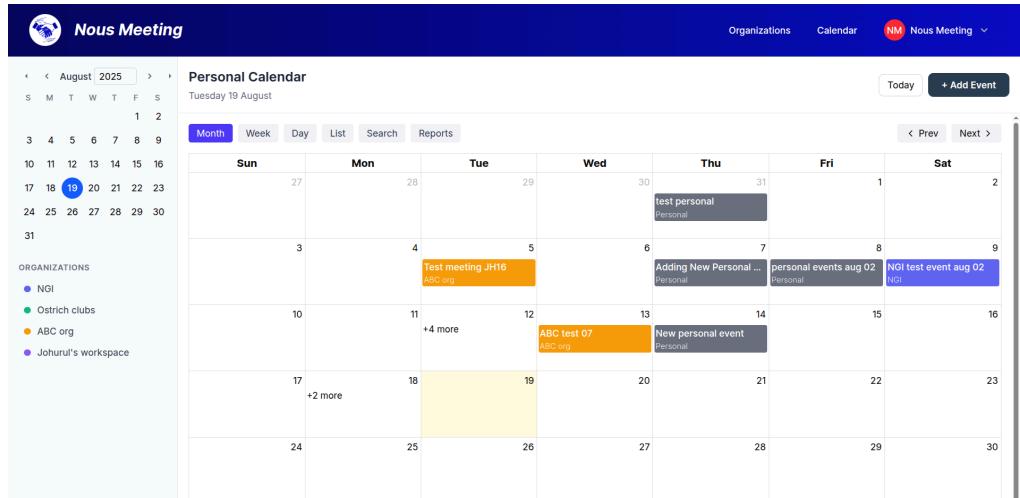
The Organization-Specific Calendar will show all the meetings from a specific organization. The title, description, and participants of the meeting can be accessed from the calendar. Additionally, the timing of these events can be edited from the calendar. New Organization-Specific Events can be added 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 the Nous Meeting Organization-Specific Calendar for August 2025. The interface includes a sidebar for 'ORGANIZATION' with 'NGI' selected. The main area displays a monthly calendar grid. Several events are listed in the 'Events' section, including 'Occupied Slot Occupied' on various dates and a prominent blue box for 'NGI test event aug 02 NGI'. The calendar also shows 'Occupied' slots for other organizations. A bottom navigation bar offers links for Today, + Add Event, and Prev/Next.

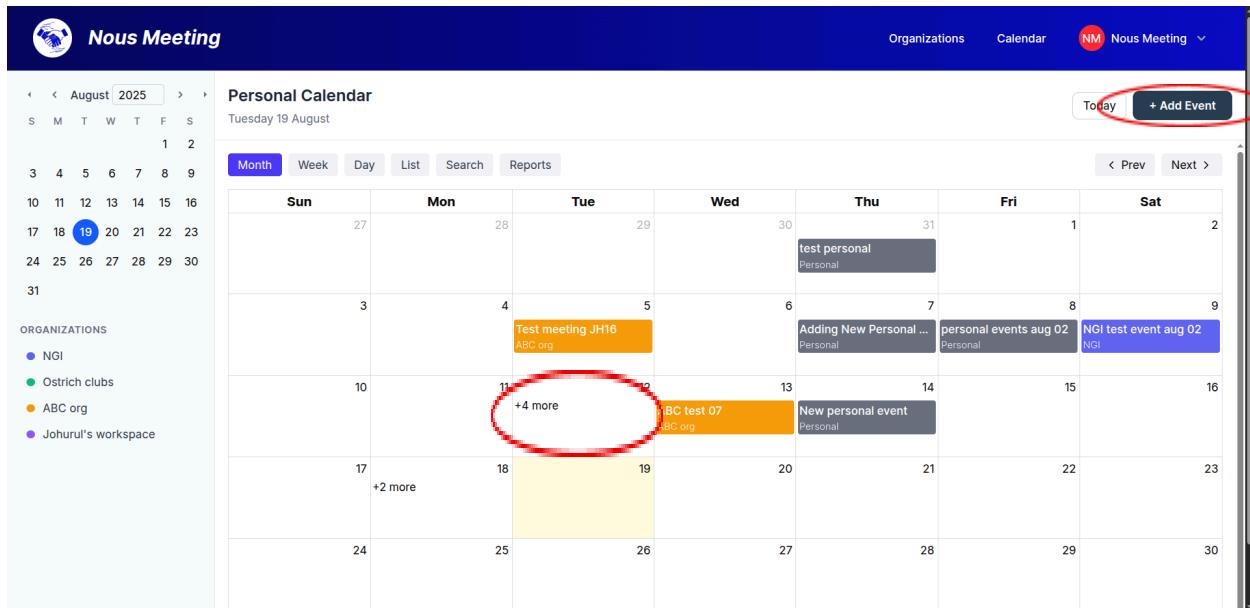
Personal Calendar:

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.



Personal Calendar
Tuesday 19 August

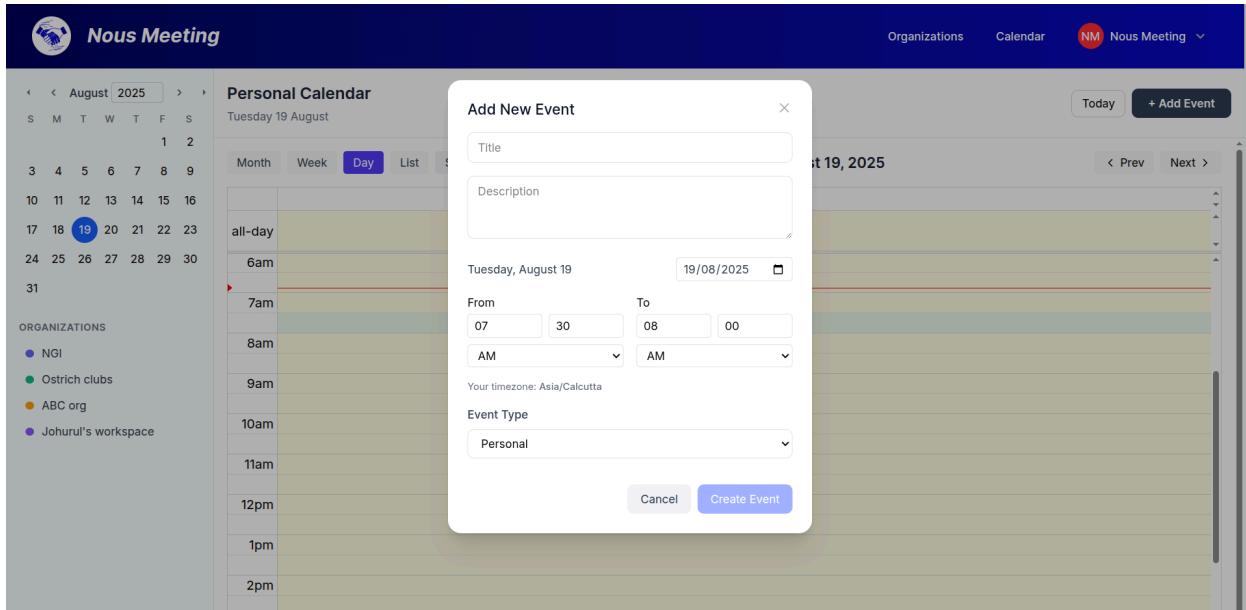
Month Week Day List Search Reports Aug 17 – 23, 2025 < Prev Next >

	Sun 8/17	Mon 8/18	Tue 8/19	Wed 8/20	Thu 8/21	Fri 8/22	Sat 8/23
all-day			(circled)				
6am							
7am							
8am			(circled)				
9am			Test event persona...				
10am							
11am							
12pm							
1pm							
2pm							

Personal Calendar
Tuesday 19 August

Month Week Day List Search Reports August 19, 2025 < Prev Next >

	Tuesday						
all-day							
6am							
7am							
8am	(circled)						
9am							
10am							
11am							
12pm							
1pm							
2pm							



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

