**ABSTRACT**

***VoxMate — AI-Powered Voice & Meeting Assistant***

TEAM: Bugs\_Bunnies

In today's fast-paced and remote-first world, teams are confronted with an increasingly tough challenge: managing meetings well. Attendees are frequently left feeling disengaged, confused about decisions, and unable to track down key follow-up tasks. The Bugs Bunnies team created VoxMate, a smart AI-driven voice and meeting assistant that helps revolutionize the way teams engage, record, and take action on their conversations.

VoxMate transcribes meetings in real-time, produces accurate transcripts, detects key conversation themes, and pulls actionable tasks with context-aware accuracy.

Developed with deep speech recognition, natural language understanding (NLU), and summarization models, VoxMate does more than transcription — it comprehends the conversation. The assistant can integrate with any virtual meeting platform like Zoom, Google Meet, or Microsoft Teams through seamless API integration.

After activation, VoxMate live transcribes, emphasizes decisions, assigns tasks, and analyzes sentiment on speaker input. Following the meeting, it automatically generates a professional meeting report, sends personalized follow-up emails, and integrates tasks directly into productivity tools such as Notion, Jira, Trello, and Slack.

What distinguishes VoxMate is its adaptive memory. The assistant keeps learning and remembering context over several meetings, follows up on unresolved issues, and actively prompts teams with timely reminders or escalations — not a passive note-taker, but an active collaborator.

Whether it's agile stand-ups, strategy workshops, client reviews, or project discussions, VoxMate redefines meetings by ensuring that every voice is heard, every action is tracked, and every conversation leads to meaningful results.