

Team members

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Problem statement

Work from home culture is here to stay. How can we use AI to make the new normal easier for managers and employees alike?

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Meeting Assistant: AI-Powered Meeting Productivity & JIRA Automation

Meeting Assistant is an innovative AI-powered solution that transforms traditional meeting workflows by automating the creation and management of JIRA tickets directly from meeting recordings and transcripts. This tool addresses critical pain points in team management while leveraging cutting-edge speech recognition and large language models.

How will it help managers and employees?

Current State Impact

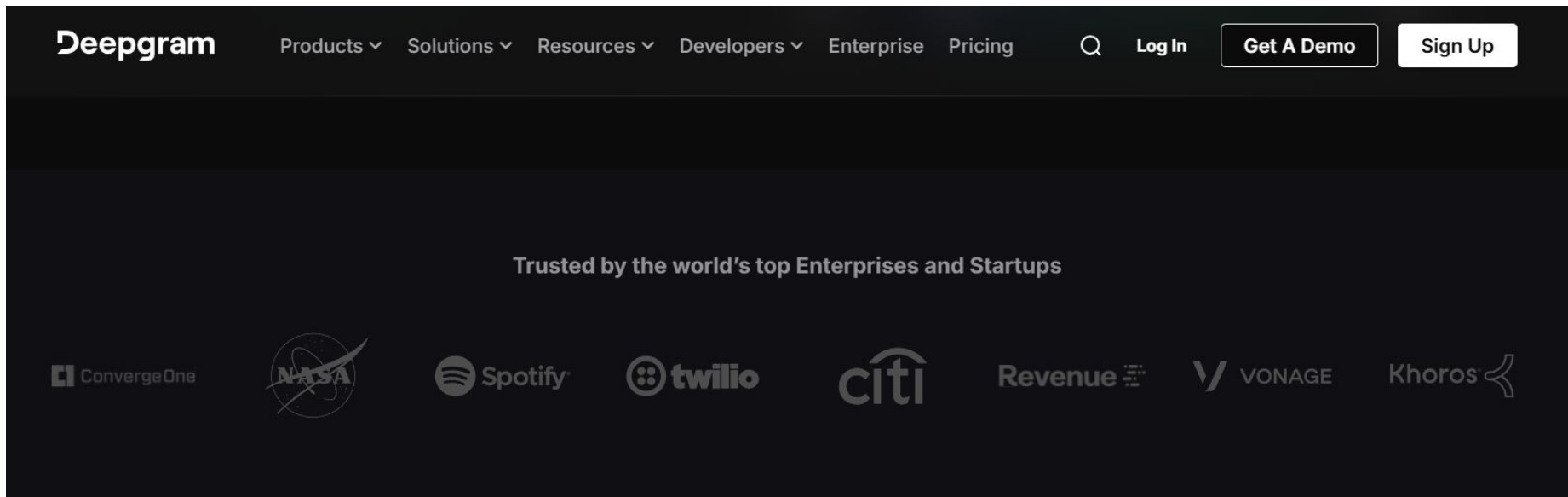
1. Enables participants to focus entirely on discussions rather than documentation
2. Automatically captures and organizes action items in real-time
3. Eliminates the need for manual note-taking and post-meeting JIRA ticket creation
4. Product managers do not have technical idea, LLM will assign correct story points to each task, so that the employee cannot overstate the number of story points.

In Progress

- Real-time transcription and summarization capabilities
- Catch-up summaries for late-joining participants
- Creates a searchable repository of meeting discussions and decisions which can be used to create confluence of a employee once he leaves, no handover or KT period required

How is transcription done ?

We are using Deepgram SDK along with diarisation to have diarised transcription.
We are using their nova-2 model which is their latest model



Streamlit Dashboard for Transcription using Deepgram and Jira Task Creation using Llama 3.2 using prompts and diarised transcripts



Meeting Assistant Dashboard

Upload audio recordings or paste meeting transcripts to generate JIRA tasks

[Upload Audio](#) [Paste Transcript](#)

Upload an audio file



Drag and drop file here

Limit 200MB per file • WAV, MP3

Browse files



test-audio.wav 1.5MB



File uploaded successfully!



0:00 / 0:16



Transcribe Audio

Generate JIRA Tasks

Generated JIRA Tasks

After the transcription is done there will be option to generate jira tickets

The Streamlit Dashboard has second option, where user can paste transcript from outside sources and get Jira tasks generated



Meeting Assistant Dashboard

Upload audio recordings or paste meeting transcripts to generate JIRA tasks

Upload Audio **Paste Transcript**

Paste your meeting transcript here

Tom: Hey John, what do we need to do before we launch the website?
John: I noticed the website is loading slowly on phones.
Tom: Got it, I'll make the website faster.
John: Thanks Tom. I'll add all the photos to the homepage.
Tom: Perfect.

Generate JIRA Tasks

Generated JIRA Tasks

Task for John: Add all the photos to the homepage

Task for Tom: Make the website faster

Prompt

prompt = f"""Analyze this meeting transcript and identify action items assigned to people. Look for contexts like "X will do this" or "Y needs to handle that" or "We need Z to work on".

Meeting Transcript:

{text}

Generate a JSON array of tasks. For each action item mentioned in the conversation, create an object with this structure:

```
{{  
  "assignee": "Person's name who will do the task",  
  "story_points": number between 1-8 based on complexity,  
  "title": "Clear JIRA task title",  
  "summary": "Brief actionable summary"  
}}
```

Important:

- Only include tasks that have clear owners mentioned in the conversation
- Ensure the output is valid JSON format
- Story points should reflect task complexity. 1 Story point means 1 day. Be a bit strict in giving story points.
- Make titles and summaries actionable and specific

Extract tasks even if they're mentioned informally, like "Maybe Sarah could

JSON Output

```
[  
  {  
    "assignee": "John",  
    "story_points": 2,  
    "title": "Add all the photos to the homepage",  
    "summary": "Make the website faster and more visually appealing"  
  },  
  {  
    "assignee": "Tom",  
    "story_points": 3,  
    "title": "Make the website faster",  
    "summary": "Optimize website loading speed for all users"  
  },  
]
```

Now we have the Jira tickets for that meeting in JSON format. We can easily automate Jira using If Else Conditional Block

You can create a Jira automation rule by using an if/else condition, which automatically assigns issues to groups of users based on their issue types.

Navigate to the **Automation** tab of your **project settings** in Jira. In the rules tab, click on **Create rule** in the top right corner of the screen. On the **New trigger** screen select **Issue created** and click **Save**.

