

# AI IGNITE WEEK

## Technical Track

### TASK 1: MEETING TIME TRACKER

#### Problem Statement:

Build a simple tool that reads meeting transcripts and shows who talks the most, who barely speaks, and gives each person a speaking time percentage.

#### What You'll Build:

A meeting analyzer that:

- Counts how much each person speaks
- Shows speaking time distribution
- Identifies if the meeting is balanced or dominated by one person

#### Simple Approach:

```
pip install pandas matplotlib
```

#### Steps:

1. **Create mock transcript** - Make a simple text file like:
  - John: I think we should focus on the budget first.
  - Sarah: That's a good point. What's our current spend?
  - John: We're at \$50,000 so far. I believe we need to cut costs.
  - Mike: I agree with John on this.
  - John: Let me show you the detailed breakdown...
2. **Count words per person:** Simple word count by splitting text
3. **Calculate percentages:**
  - Total words in meeting
  - Words per person
  - Percentage for each
4. **Create visualization:** Simple bar chart showing speaking time

#### Sample Data:

Meeting Analysis (30 minute meeting):

- Speaking Time Distribution:
- John: 450 words (45%) ⚠ Talks too much
- Sarah: 280 words (28%) ✓ Good participation
- Mike: 150 words (15%) ⚠ Low participation
- Emma: 120 words (12%) ⚠ Very low participation

Meeting Balance Score: 5/10

Recommendation: Encourage Emma and Mike to share more.