

Product Name (Working Title): MeetingNotes AI

1. What the Tool Is

MeetingNotes AI is an AI-driven platform designed to transform raw audio or textual input—such as recorded meetings, lectures, and interviews—into structured, actionable summaries. The platform automatically identifies key points, decisions, and action items. It not only provides concise meeting minutes but also integrates with task management tools to ensure responsibilities are promptly assigned. It aims to serve a broad range of users: from corporate teams and students with disabilities to government social workers and beyond.

2. Vision

Long-Term Vision:

To become the leading automated documentation and task-handling solution for spoken content in various domains. MeetingNotes AI envisions a future where verbal communications—meetings, lectures, interviews—are instantly transformed into clear, accessible, and action-driven documentation. This fosters inclusivity, drives productivity, and ensures no critical insight is lost or overlooked.

Key Principles:

- **Accessibility:** Offer valuable tools for individuals with disabilities, ensuring equal access to educational and professional materials.
- **Actionability:** Move beyond static summaries; directly integrate action items into project management workflows, reducing manual overhead.
- **Compliance & Security:** Securely handle sensitive data and comply with sector-specific regulations, making it suitable for corporate, educational, and government environments.

3. The Problem

Organizations and individuals frequently rely on spoken communication—meetings, lectures, home visits—and end up with hours of unstructured audio or lengthy transcripts. Key issues include:

- **Inefficiency:** Manual summarization and note-taking waste valuable time and are prone to error.
- **Miscommunication:** Without clear documentation, tasks and responsibilities may fall through the cracks, causing project delays.
- **Information Loss:** Critical details may be forgotten or overlooked, especially when reviewing large volumes of audio content.
- **Accessibility Gap:** Students with disabilities or team members who cannot attend a session often struggle to quickly absorb missed information.

4. Value Proposition

MeetingNotes AI provides:

- **Time Savings:** Automate transcription and summarization, reducing the time spent on post-meeting documentation.
- **Enhanced Productivity:** Integrate directly with Trello (initially) and other PM tools later, instantly turning insights into trackable tasks.
- **Improved Accessibility:** Offer lecture notes derived from audio recordings, helping students with disabilities or language barriers.
- **Scalable & Flexible:** Serve multiple sectors—corporate, academic, government—and adapt templates to meet specific reporting needs.
- **Consistency & Compliance:** Provide standardized summaries, reduce the risk of human error, and ensure that sensitive information is handled securely.

5. Use Cases

Primary Use Cases:

1. **Corporate Meetings:**
Automate meeting minute generation. After a team meeting, upload the recorded audio or transcript and receive a structured summary (Agenda, Key Points, Decisions, Action Items). Automatically assign tasks to team members on Trello and send them an email notification.
2. **Academic Accessibility for Students with Disabilities:**
A student uploads a recorded lecture. The tool produces organized lecture notes (main topics, key points, references). This makes course content more accessible, allowing students with auditory processing challenges or physical limitations to have equal access to the information.
3. **Government Social Services Fieldwork:**
Social workers record home visits. Instead of manually transcribing and summarizing, they upload the recordings. MeetingNotes AI generates a standardized report that can be attached to case files. This streamlines compliance and ensures accurate documentation, reducing administrative burdens.

Additional Potential Use Cases:

4. **Healthcare Consultations:**
Doctors or nurses could record patient consultations and have the tool produce a summary and recommended follow-ups. This might assist in generating preliminary notes for patient records.
5. **Legal Proceedings or Interviews (with appropriate permissions):**
Legal teams or journalists could upload recorded depositions or interviews and receive a concise summary highlighting key statements, timelines, and issues raised.
6. **Board and Investor Meetings:**
Quickly summarize board discussions, highlight decisions, and outline next steps for stakeholder management and regulatory reporting.

7. Multilingual Organizations:

With potential language support, organizations operating internationally can produce summaries in multiple languages, bridging communication gaps among globally distributed teams.

6. Minimum Viable Product (MVP) Outline

MVP Goals:

- Allow users to upload audio or transcripts.
 - Perform automated transcription (if audio) and summarization using AI.
 - Identify and extract action items.
 - Integrate with Trello to automatically create tasks.
 - Send email notifications to assigned individuals.
 - Provide a simple UI to review summaries and tasks.
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Technical Stack & Architecture

Frontend (MVP)

Technologies:

- **HTML/CSS/JavaScript:** Create a lightweight, responsive UI.
- **Key Components:**
 - **Login & Signup Pages:** Form-based pages allowing user authentication.
 - **Dashboard:** Lists user's processed transcripts, with buttons to upload new files and view generated summaries.
 - **Upload Page:** Simple file input for audio or transcript text upload.
 - **Summary View:** Displays the generated summary (Sections: Key Points, Decisions, Action Items), along with a "Send to Trello" button.

UI/UX Considerations:

- Keep it minimal and user-friendly.
- Provide clear instructions and feedback (e.g., a loading indicator during transcription and summarization).
- Ensure basic accessibility (proper alt tags, ARIA attributes, and keyboard navigation).

Backend (MVP)

Technologies:

- **Python & Flask:** Lightweight framework for building the RESTful backend API.

- **Speech-to-Text Integration:** Use an external API (e.g., OpenAI Whisper API) for audio transcription.
- **OpenAI API for Summarization & Action Extraction:**
 - Take the transcript as input.
 - Prompt the model to generate structured meeting minutes and action items.
- **Database:**
 - Use PostgreSQL or SQLite initially for user accounts, session data, summaries, and action items.
- **Integrations:**
 - **Trello API:** Post identified action items as cards on specified Trello boards.
 - **Email Service (e.g., SendGrid):** Send notifications with summary links and assigned tasks.

Security & Authentication:

- Use JWT-based authentication for user sessions.
 - All API endpoints secured over HTTPS.
 - Store minimal PII, ensure password hashing and secure handling of API keys.
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Future Enhancements Beyond MVP

- **Additional Integrations:**
Support Jira, Asana, Slack, Microsoft Teams, and LMS platforms to expand usefulness and flexibility.
 - **Advanced Security & Compliance:**
For government and healthcare use cases, add role-based access controls, data encryption at rest, and compliance frameworks (e.g., HIPAA, GDPR, FERPA).
 - **Custom Templates & Analytics:**
Allow organizations to create custom summary templates. Provide analytics features like searching past summaries, identifying recurring discussion topics, and tracking completion rates of assigned tasks.
 - **Language Support & Localization:**
Offer summaries in multiple languages, broaden market reach for multilingual teams, and better serve international educational institutions.
 - **Mobile Application:**
Develop a mobile app for on-the-go access and uploading recordings directly from smartphones.
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Conclusion

MeetingNotes AI addresses a critical challenge: converting unstructured spoken communication into structured, actionable information. By starting with a simple MVP built on HTML/CSS/JS (frontend) and Python/Flask (backend), and integrating with OpenAI for summarization and Trello for task management, the product can quickly demonstrate value. The initial focus on corporate, educational, and government/social service scenarios sets the stage for future growth into healthcare, legal, and international markets.

By delivering immediate time savings, improved accessibility, and automatic workflow integration, MeetingNotes AI aims to reshape how organizations and individuals handle verbal communication—making it more accessible, actionable, and secure.

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