

# ■ MeetMemo

## Professional Meeting Analysis

### ■ Meeting Information

Meeting Title:	test-meeting.wav
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### ■ Executive Summary

**\*\*Source File:\*\*** test-meeting.wav

**##** Summary

#### • Key Points

- Successfully implemented professional PDF export functionality using ReportLab
- Replaced client-side jsPDF with server-side solution for better control
- Enhanced document formatting with professional layouts and typography

#### • Technical Improvements

- Professional layouts with proper typography
- Branded headers and structured sections
- Better handling of meeting summaries and transcripts
- Single unified document containing both summary and transcript

#### • Action Items

- Complete testing of the new PDF export functionality
- Deploy the updated system to production
- Update user documentation with new features

#### • Next Steps

- Gather user feedback on the new PDF format
- Consider additional export formats if requested

- Monitor system performance with the new backend processing

## ■ Full Transcript

### Speaker 1 [0.00s - 5.50s]

Welcome everyone to today's project meeting. Let's start by reviewing our progress on the MeetMemo application.

### Speaker 2 [6.00s - 11.25s]

Thanks for hosting this meeting. I'm excited to share our latest updates on the PDF export functionality.

### Speaker 1 [11.50s - 17.00s]

Perfect. Could you walk us through the technical implementation and the benefits of using ReportLab?

### Speaker 2 [17.25s - 28.75s]

Absolutely. We've replaced the client-side jsPDF solution with a professional server-side approach using ReportLab. This gives us much better control over formatting, styling, and layout.

### Speaker 3 [29.00s - 33.50s]

That sounds great! What specific improvements will users notice?

### Speaker 2 [34.00s - 45.00s]

Users will see professional layouts with proper typography, branded headers, structured sections, and better handling of both meeting summaries and transcripts in a single document.