

GenAI Hackathon
Aug 25th, 2023

MeetMinder

Effortless Meetings: From Emails to Minutes

08/25/2023

Impact on Walmart Global Tech

MeetMinder can revolutionize meeting management seamlessly by

- *Transforming emails into structured agendas*
- *Track agendas using the zoom transcripts*
- *Generates well-formatted minutes of meeting using zoom transcripts*

Impact on Walmart associates:

Saves time

Associates can spend less time manually creating agendas and minutes

Streamlined Collaboration

Clear agendas ensure everyone is on the same page

Increased Productivity

Focus on high-value tasks and creative problem-solving

Promotes accountability

Clear meeting objectives and agendas foster ownership

Impact on Walmart:

Efficiency

Increased overall productivity across departments

Quality Decision-making

Well-structured agendas lead to more focused discussions & well-prepared meetings

Cost savings

Efficient meetings free up resources for strategic initiatives

Problem Statement

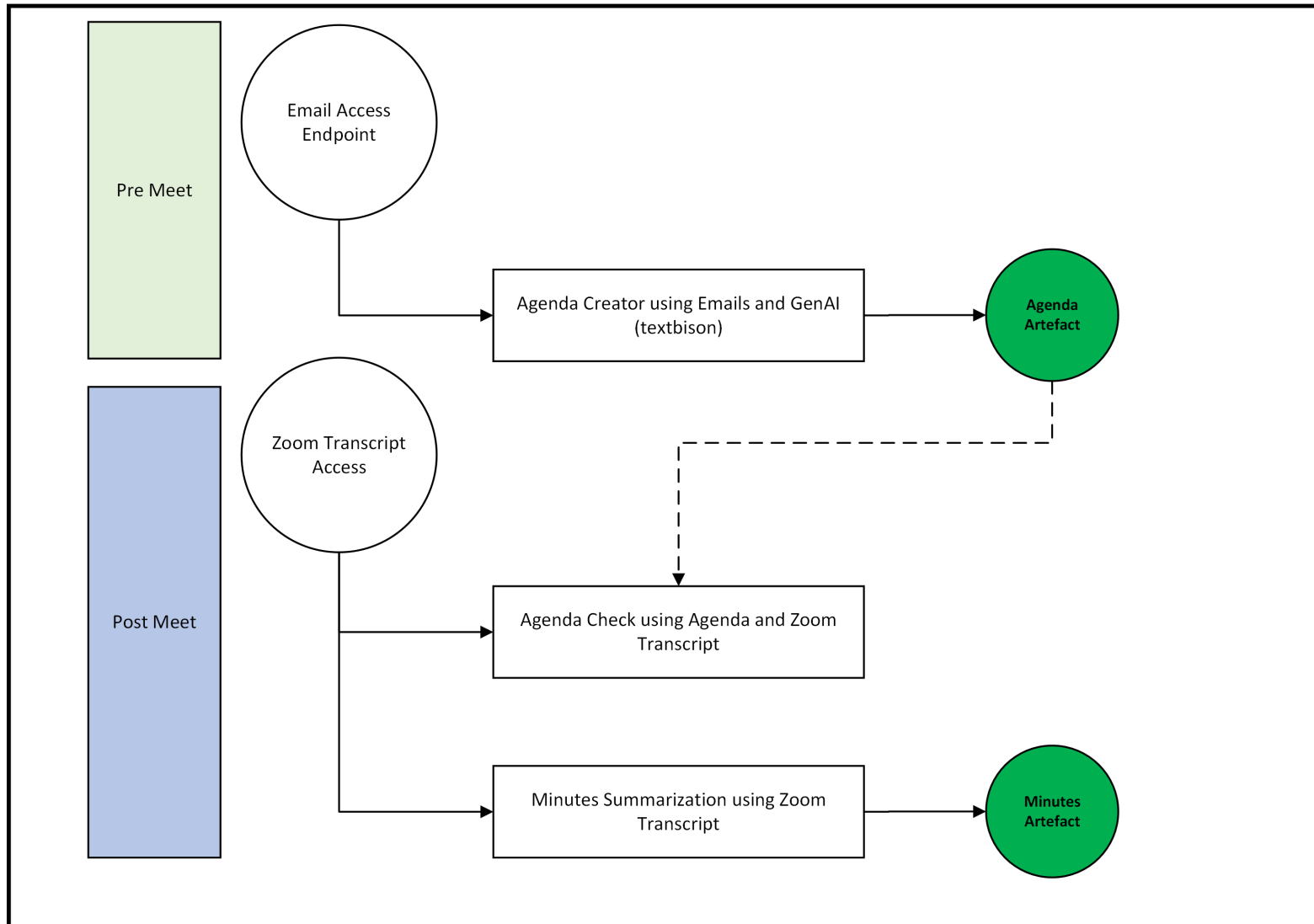
The MeetMinder application offers a comprehensive solution to tackle the challenges associated with inefficient meeting preparation and low productivity during meetings. It excels in creating meticulously organized meeting agendas by intelligently suggesting topics gleaned from email exchanges. Moreover, it facilitates maintaining the focus of discussions by providing real-time updates on the covered agenda items, ensuring that meetings stay on track. Subsequently, post-meeting, it seamlessly compiles detailed meeting minutes. These minutes encompass a succinct summary of discussions, a comprehensive list of action items, pivotal decisions, and any pertinent attachments or additional notes. Our application is explicitly designed to elevate associate productivity by orchestrating effective and streamlined meetings.

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Architecture

Below is architecture of our MeetMinder utilizing Text Bison Model.



Steps for gaining GenAI access



Future Roadmap / Scalability / Leverage

Future Plan:

1. *Rigorous Experimentation using GenAI*
2. *Integrate with askME/SlackBot to send associates agenda for their upcoming meetings*
3. *Integrate with zoom/teams to show pop up of agendas covered*
4. *Integrate with outlook to send minutes of meet*

Resource Required:

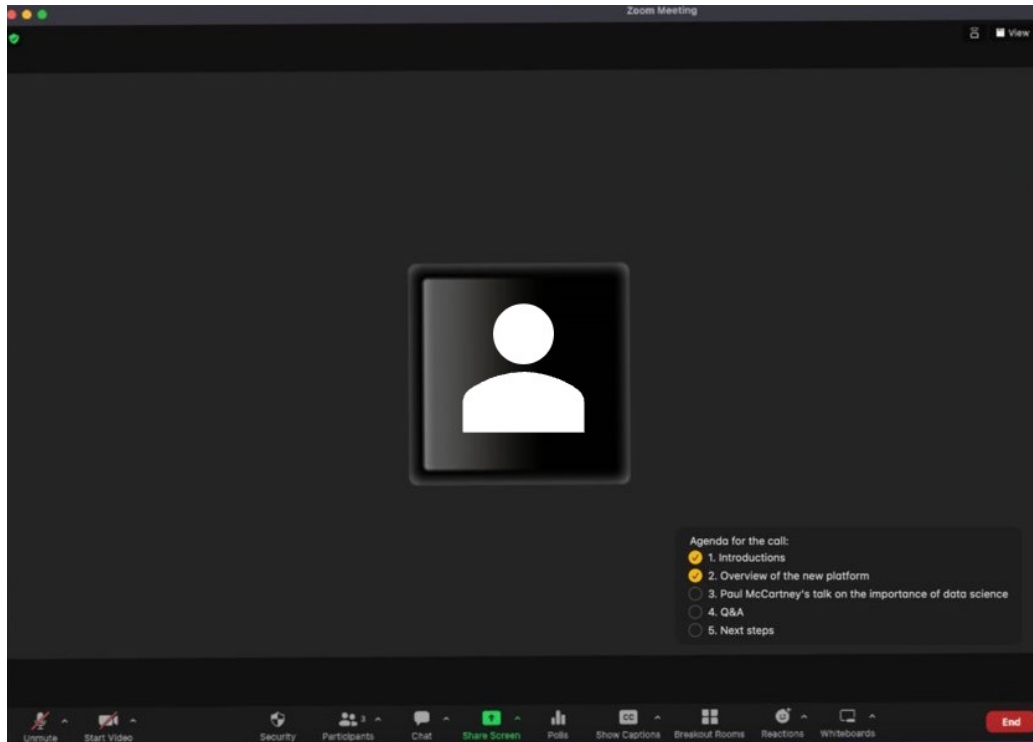
1. *GenAI model access*
2. *Software Development Support (Java, UI developers)*

Integration:

1. *Can be integrated with AskMe and Zoom apps*

Demo / Presentation

The demo showcases the key features and benefits of our prototype. Additionally, we have incorporated a visual representation of the user interface, which accurately captures our vision. If you're looking for a better way to manage your meetings and stay organized, our app is the answer. Try it out today and see the difference it can make in your life!



Screenshot



Demo

Thank you!();