

Live Meeting Copilot: Understanding the Problem Statement

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1. Introduction

In the evolving landscape of hybrid and remote work, meetings have emerged as essential tools for collaboration, decision-making, and project execution. However, the increasing frequency, duration, and complexity of meetings have given rise to a new class of challenges that directly affect team efficiency and organizational productivity.

These challenges are rooted in the cognitive strain placed on individuals during meetings, the difficulty in capturing and acting upon key information, and the friction in ensuring post-meeting accountability. Our exploration seeks to deeply understand these issues and contextualize them within real-world scenarios to establish the foundational problem our innovation addresses.

2. Key Challenges Identified

2.1 Cognitive Overload

Participants in meetings—especially those involving technical or multi-stakeholder discussions—are often exposed to rapid exchanges of complex ideas, data, and decisions. This leads to:

- Mental fatigue and reduced attention span
- Lowered retention of important points
- Inability to process or respond in real time

Cognitive overload affects not just comprehension during meetings, but also impairs the ability to recall, reflect, and contribute effectively in future discussions.

2.2 Missed or Forgotten Action Items

Key outcomes such as decisions made, tasks assigned, or deadlines agreed upon are frequently:

- Not captured properly
- Miscommunicated due to ambiguity
- Forgotten due to lack of follow-up mechanisms

This creates inefficiencies, repeated discussions, and a general breakdown in execution.

2.3 Lack of Structured Documentation

Manual note-taking or generic recording tools often fail to capture:

- What is said in meeting
- The context around decisions

- The real-time evolution of conversations

Without structured and searchable documentation, teams struggle to revisit past conversations meaningfully.

2.4 Poor Information Recall

When referencing earlier discussions, users are often forced to:

- Re-listen to entire meeting recordings
- Search through lengthy, unstructured notes
- Ask team members for reminders, leading to repetition and time waste

This hampers continuity, especially in long-term or cross-functional projects.

2.5 Inefficiencies in Scheduling and Follow-Up

Manual coordination to set up meetings, assign tasks, or circulate minutes creates administrative overhead. In fast-paced environments, this:

- Reduces agility
- Causes delays in critical decision-making
- Increases the chance of missing key stakeholder inputs

2.6 Collaboration Friction

In hybrid setups, team members often:

- Join or leave meetings midway
- Have technical limitations or language barriers
- Are unable to participate synchronously due to time zone differences

These issues increase dependency on high-quality post-meeting documentation and clear communication structures.

3. Real-World Examples of the Problem

- **Startups & Product Teams:** Sprint retrospectives often lack properly captured takeaways, leading to recurring bottlenecks.
 - **Academic Research Teams:** Collaborators from different disciplines struggle to maintain consistent understanding without centralized, structured notes.
 - **Corporate Clients & Vendors:** Key deliverables discussed in calls are lost due to vague or missed note-taking.
 - **Remote & Hybrid Teams:** Employees joining from different time zones or devices rely heavily on accurate, detailed follow-ups to stay in sync.
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4. Why the Problem Persists

Despite the presence of digital meeting tools, the gap persists due to:

- Tools that only offer passive transcription without contextual understanding
 - Lack of intelligent voice-based interaction for dynamic questioning or clarification
 - Absence of seamless integration with calendars, task managers, or other productivity tools
 - Minimal use of AI to capture semantic meaning and extract relevance in real time
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5. Conclusion: The Need for a Smarter Meeting Layer

There is a critical need for an intelligent, context-aware assistant that can bridge the gap between spoken conversation and structured action. A system that understands who is speaking, what is being discussed, and what matters most—automatically capturing and organizing this information—is not just a convenience, but a necessity for modern work.

By thoroughly understanding the nuances of this problem, we set the stage for building a robust, scalable, and impactful solution that doesn't just record meetings but redefines the meeting experience.