



Meeting Summarizer
Quick guide

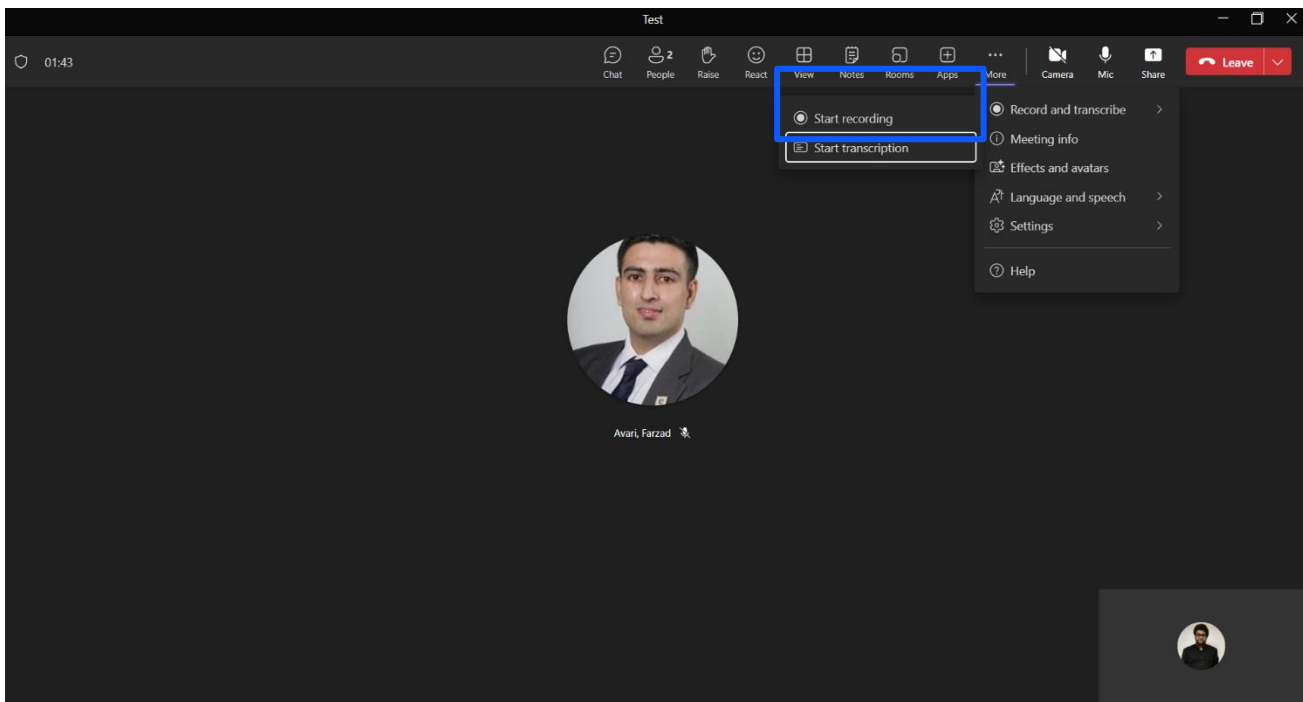
For Deloitte India

Release Date: May 2024

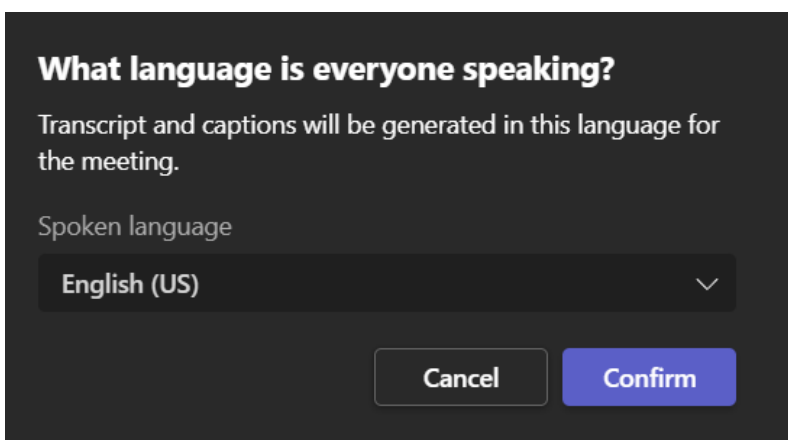
Quick walkthrough of Meeting Summarizer

Step 1 – Start generating transcription on MS Teams app as follows:

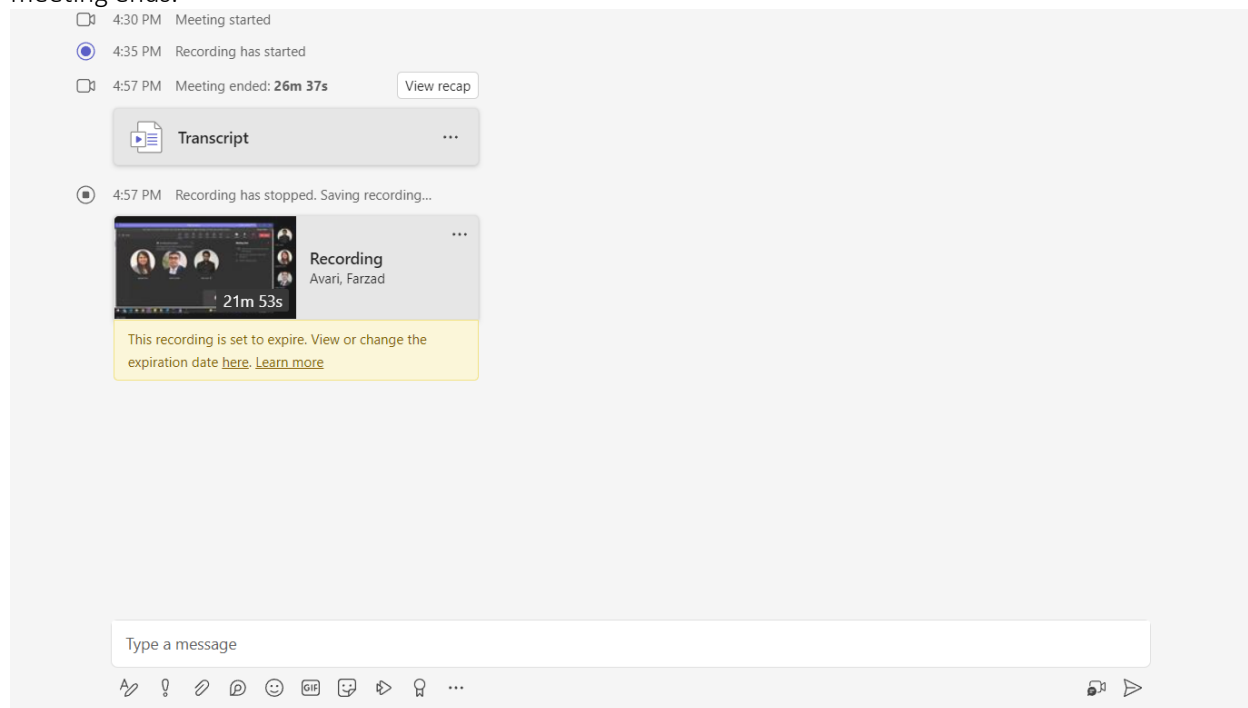
Teams → More → Record and transcribe > Start Transcription.



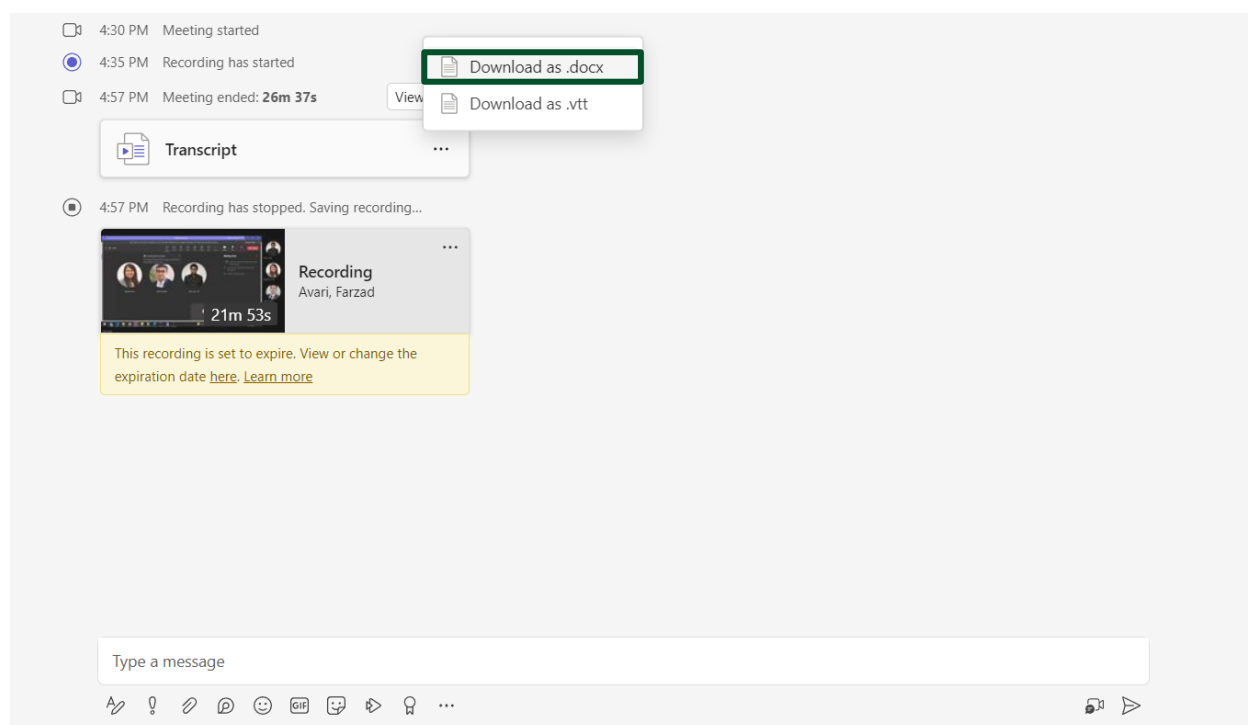
Step 2 – Select the language of transcription.



Step 3 – The transcript will be generated in the meeting chat once the meeting ends.



Step 4 – Download the transcript as a docx file.



Step 5 – Visit <https://summarizemeeting.azurewebsites.net/> on a browser and enter your Deloitte email id and Meeting Name.

Note:- The link will open on when you are in office network only, or you have to connect using VPN from out of office network.

Deloitte

Meeting Summarizer

Enter Email ID:

jdate@deloitte.com

Meeting Name:

Test

Choose File

test_transcript.docx

Please upload a file with one of the following formats: .txt, .pdf, .doc, .docx, .vtt

Summarize

Step 6 – Choose the transcript and upload on the application

Deloitte

Meeting Summarizer

Enter Email ID:

jdate@deloitte.com

Meeting Name:

Test

Choose File

No file chosen

Please upload a file with one of the following formats: .txt, .pdf, .doc, .docx, .vtt

Summarize

Open

This PC > Downloads >

Search Downloads

Organize

New folder

Name	Date modified	Type
Today (3)		
Transcript_2023-10-05.docx	3/12/2024 7:04 PM	Microsoft Word Document
test_transcript.docx	3/12/2024 6:40 PM	Microsoft Word Document
Transcript_2023-10-05 (1).docx	3/12/2024 6:33 PM	Microsoft Word Document
Last week (2)		
example (4).txt	3/7/2024 3:53 PM	Text Document
example (3).txt	3/7/2024 3:42 PM	Text Document
Last month (11)		
example (2).txt	2/27/2024 3:15 PM	Text Document
example (1).txt	2/27/2024 3:14 PM	Text Document
example.txt	2/27/2024 3:10 PM	Text Document

File name: test_transcript.docx

Custom Files (*.txt;*.pdf;*.doc;*.docx;*.vtt)

Open

Cancel

Enter Email ID:

Meeting Name:

Choose File

Please upload a file with one of the following formats: .txt, .pdf, .doc, .docx, .vtt

Summarize

Step 7 – Click Summarize to display a popup that displays a message that Minutes of Meeting along with follow up actions will be sent to your email ID.

Enter Email ID:

Meeting Name:

Choose File


Please upload a file

Summarize

Meeting Summary will be sent on the below Email ID
jdate@deloitte.com

Step 8 – You will receive an email from summary@summarizemeet.deloitte.com which is an EXT id (Sample Shown Below)

[EXT] Test Transcript





IN, Summarize Meetings <summary@summarizemeet.deloitte.com>
To: Date, Jasraj

Reply

Reply All

Forward





Tue 3/12/2024 7:07 PM

Hello,

Please find below the Summary of the requested meeting transcript.

Participants: Presenter, Avari Farzad, Agarwal Preeti, Zadan Jasraj

Discussions: The meeting began with a discussion about the IM access module, which was confirmed to be working. The group then discussed the process of pushing code to Azure through VS code. The presenter demonstrated the process, which involved installing Firefox, signing in and out of Azure, and connecting to the APA account. The attendees confirmed that they could see the presenter's screen and understood the steps taken. They then attempted to push the code to API DevOps and confirmed that it worked.

The group also discussed the importance of prioritizing the upcoming demo and ensuring that the CI/CD pipeline is properly set up. They discussed creating a service account and linking it to Azure DevOps to give it Open API subscription contributor access, which would allow for the building of the entire CI/CD pipeline. The importance of having a non-expiring service account was emphasized, as the APA account used in the demonstration expires every 24 hours.

Agarwal Preeti mentioned that they had met with someone in person who could help them with any challenges they may face with the ticket. The group discussed the mechanism for CI/CD pipelines and the importance of getting the VS code thing sorted out. They confirmed that the VS code issue was now sorted out and that they could deploy the code.

Agarwal Preeti also mentioned that they would raise a request for a service account and work with Avari Farzad to create it and link it to Azure DevOps. They would prioritize the upcoming demo and ensure that the CI/CD pipeline was properly set up. LE Code would push Karajgi bakija to get it sorted out.

Follow-up actions:

- Avari Farzad and Agarwal Preeti will work together to create a service account and link it to Azure DevOps.
- The group will prioritize the upcoming demo and ensure that the CI/CD pipeline is properly set up. LE Code will push Karajgi bakija to get it sorted out.

Thanks.



Deloitte refers to one or more of Deloitte Touche Tohmatsu Limited, a UK private company limited by guarantee (“DTTL”), its network of member firms, and their related entities. DTTL and each of its member firms are legally separate and independent entities. DTTL (also referred to as “Deloitte Global”) does not provide services to clients. Please see www.deloitte.com/about for a more detailed description of DTTL and its member firms.

The information contained in this material is meant for internal purposes and use only among personnel of Deloitte Touche Tohmatsu Limited, its member firms, and their related entities (collectively, the “Deloitte Network”). The recipient is strictly prohibited from further circulation of this material. Any breach of this requirement may invite disciplinary action (which may include dismissal) and/or prosecution. None of the Deloitte Network shall be responsible for any loss whatsoever sustained by any person who relies on this material.