Project: Meeting Task Assignment

Overview

Build a system that processes audio recordings of meetings and automatically assigns tasks to team members based on the meeting content.

Problem Statement

In team meetings, multiple tasks are discussed and need to be assigned to appropriate team members. Currently, this process is manual and time-consuming. The goal is to automate **task identification, prioritization, and assignment** from meeting discussions.

Example Scenario

Meeting Context

A product development team has a weekly standup meeting discussing their mobile app project.

Input:

Audio Recording Contains:

```
"Hi everyone, let's discuss this week's priorities.
Sakshi, we need someone to fix the critical login bug that users reported yesterday.
This needs to be done by tomorrow evening since it's blocking users.

Also, the database performance is really slow, Mohit you're good with backend
optimization right?
We should tackle this by end of this week, it's affecting the user experience.

And we need to update the API documentation before Friday's release - this is high
priority.

Oh, and someone should design the new onboarding screens for the next sprint.
Arjun, didn't you work on UI designs last month? This can wait until next Monday.

One more thing - we need to write unit tests for the payment module.
This depends on the login bug fix being completed first, so let's plan this for
Wednesday."
```

Team Members:

Name	Role	Skills
Sakshi	Frontend Developer	React, JavaScript, UI bugs
Mohit	Backend Engineer	Database, APIs, Performance optimization
Arjun	UI/UX Designer	Figma, User flows, Mobile design

Lata	QA Engineer	Testing, Automation, Quality assurance

Expected Output:

dentified Tasks with Details:

#	Task Description	Assigned To	Deadline	Priority	Dependencies (Optional)	Reason (Optional)
1	Fix critical login bug	**Sakshi**	Tomorrow evening	Critical / High	—	Frontend task, blocking users
2	Optimize database performance	**Mohit**	End of this week	High	—	Backend expertise
3	Update API documentation	**Mohit**	Friday	High	—	Backend-related, before release
4	Design new onboarding screens	**Arjun**	Next Monday	Medium	—	UI/UX task, relevant experience
5	Write unit tests for payment module	**Lata**	Wednesday	Medium	Depends on Task #1	QA expertise, testing task

Input Requirements

Your system should accept:

1. **Audio File**

   - Format: `.wav` , `.mp3` , or `.m4a`
   - Contains a recorded team meeting with task discussions

2. **Team Member Information**

   - List of available team members
   - Role and skill details for assignment logic

Output Requirements

Your system must produce:

Minimum Required:

1. **List of Identified Tasks**

- Each task extracted from the meeting
- Clear description of what needs to be done

2. **Task Assignments**

- Which team member is assigned to which task
- (Optional) Include reasoning if mentioned or inferred

Additional Extractable Information:
- **Deadlines / Timeline** — e.g., "tomorrow", "next week", "by Friday"
- **Priority Levels** — Critical, High, Medium, Low
- **Dependencies (Optional)** — Task relationships like "depends on Task #1"
- **Contextual Notes (Optional)** — Mentions of blockers or special conditions

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Technical Constraints

 ALLOWED:
- Use **any external API or service** for **Speech-to-Text conversion** (e.g., Whisper, Google STT)
- Use **any library** for parsing, NLP, or logic building
- You can **train your own model or Your logic** for task identification and assignment

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 NOT ALLOWED:
- No external APIs or pre-trained models for **task classification or assignment logic**
- No external automation tools that perform the **core decision-making**

> **Note:** The Speech-to-Text step can use external services, but identifying and assigning tasks must be **your own logic or model**.

Deliverables

1. **Source Code**

- Clearly organized file structure
- Include a `requirements.txt` file

2. **Test Data (Optional)**

- Sample audio file(s)
- Sample team member data
- Expected output JSON or table

3. **Demo Video**

- Short walkthrough explaining your logic and result

Submission Guidelines
- Submit via **GitHub Repository Link**

- Include clear **README** and **instructions to run the project**

Questions?

If anything is unclear or you need further clarification, feel free to ask before starting. We're happy to guide you through the process. contact on +916352617754 only on Whatsapp

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Good luck! We're excited to see your solution