

# AI Meeting Minutes Generator

**Tech Stack:** React, Spring Boot, Whisper API, OpenAI API

## Background

Manual note-taking during meetings is error-prone. Automatic transcription and summarization can improve productivity.

## Objective

Create a web tool to upload meeting audio or text transcripts and generate meeting minutes automatically.

## Tasks

1. Upload and transcribe audio using Whisper API (optional if text given).
2. Process the transcript with an LLM to produce:
  - Summary
  - Key decisions
  - Action items per participant
3. Save the outputs in the backend.

## Expected Output

A downloadable meeting summary report including:

- Summary paragraph
- List of action items and responsible persons

## Evaluation Criteria

- Clear and structured summarization
- Accurate extraction of action points
- LLM prompt tuning for long text
- Neat and responsive UI