

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