■ Meeting Summary:

The AI Meeting Minutes project is nearing completion. The next meeting will be held on November 1st at 10 AM. The project is being led by Ravi and Priya. Priya will be working on integrating the email feature tomorrow. Ravi will handle the PDF layout using ReportLab and John will handle export.

■ Action Items:

- The next meeting will be held on November 1st at 10 AM
- Priya said I'll prepare the updated documentation by then

■ Follow-ups:

- The next meeting will be held on November 1st at 10 AM