Automated Meeting Notes

# Transcript:

Hello everyone, thank you guys for coming to our weekly student success meeting And let's just get started. So I have our list of chronically absent students here, and I've been noticing a troubling trend A lot of students are skipping on Fridays. Does anyone have any idea what's going on? I've heard some of my mentees talking about how it's really hard to get out of bed on Fridays It might be good if we did something like a pancake breakfast to encourage them to come. I think that's a great idea Let's try that next week It might also be because a lot of students have been getting sick now that it's getting colder outside I've had a number of students come by my office with symptoms like sniffling and coughing We should put up posters with tips for not getting sick since it's almost flu season Like, you know wash your hands after the bathroom stuff like that I think that's a good idea and it'll be a good reminder for the teachers as well So one other thing I wanted to talk about there's a student I've noticed here John Smith He's missed seven days already and it's only November Does anyone have an idea what's going on with him? I might be able to fill in the gaps there I talked to John today and he's really stressed out. He's been dealing with helping his parents take care of his younger siblings during the day It might actually be a good idea if he spoke to the guidance counselor a little bit I can talk to John today if you want to send him to my office after you meet with him It's a lot to deal with for a middle schooler Great. Thanks, and and I can help out with the family's childcare needs. I'll look for some free or low-cost Resources in the community to share with John and he can share them with his family great. Well some really good ideas here today Thanks for coming. And if no one has anything else, I think we can wrap up

# Keywords:

students skipping fridays (score: 0.685)

students getting sick (score: 0.620)

students skipping (score: 0.542)

skipping fridays (score: 0.534)

chronically absent students (score: 0.519)

lot students skipping (score: 0.513)

skipping fridays does (score: 0.512)

absent students (score: 0.496)

students getting (score: 0.495)

coming weekly student (score: 0.492)

fridays does idea (score: 0.482)

weekly student success (score: 0.472)

bed fridays good (score: 0.463)

week lot students (score: 0.459)

weekly student (score: 0.458)

# Extracted Actions / Decisions:

* No action items or decisions identified in the provided sentence.  
    
  Sentence:  
  Alright team we need to come up with a plan of attack on how we are going to improve our customer retention rates and increase overall satisfaction levels,
* Identify the pattern of absenteeism among students who frequently miss school on Fridays.  
    
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  Sentence:  
  The data from last semester shows that our STEM programs are outperforming humanities in
* No specific action item or decision identified in the sentence provided.  
    
  Sentence:  
  We will schedule a meeting for next Monday at 10 AM to discuss our project timeline and deliverables.  
    
  Action items/decisions
* Organize a pancake breakfast event for mentors and mentees.  
    
  Sentence:  
  I've heard some of my mentees talking about how it' fears that the project might not be completed on time due
* 1. Try the new approach next week.  
  2. Put up posters with tips for not getting sick during flu season.  
  3. Investigate John Smith's absence and find out why he has missed seven days already in November.
* 1. Speak to the guidance counselor about helping his parents and siblings situation.  
  2. Arrange meeting between individual and John, then send John to assistant's office afterward.  
  3. Acknowledge challenges faced
* No action items or decisions identified in the provided sentence.  
    
  Sentence: The team decided to postponsed our product launch from June 12th, 2023 to July 17th, 2

# Summary:

A lot of students are skipping on Fridays. It might be good if we did something like a pancake breakfast to encourage them to come. I think that's a great idea. A number of students come by my office with symptoms like sniffling and coughing. It might also be because a lot of students have been getting sick now that it's getting colder outside. John Smith has missed seven days already and it's only November. He's been dealing with helping his parents take care of his younger siblings during the day. I'll look for some free or low-cost Resources in the community to share with John and he can share them with his family great. him It's a lot to deal with for a middle schooler Great.