


## USER INTERFACE

# Meeting Summarizer and Action Plan Generator

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 meeting.wav 20.0MB [×](#)

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# Meeting Summary

## Summary

The text is about a serious conversation where the speaker expresses concern about the listener's recent decrease in performance, highlighting a change from when the listener used to be highly competent. The speaker emphasizes the need for the listener to address the issue and seek help to improve both their performance and the overall business. The decision to listen and seek help is left to the listener.

## Plan of Action

### Plan of Action

3. Seek understanding: Provide specific examples or feedback on how the individual's performance has been lacking or not meeting expectations. Encourage the individual to share their perspective on the situation to gain a better understanding of the underlying issues.
4. Offer support and resources: Offer assistance and resources to help the individual improve their performance. This could include training, mentoring, coaching, or any other support that may

## Overall Sentiment

Positive

## Overall Sentiment

Positive

## Meeting Genre

Business

## Estimated Number of Speakers

2

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Your Email

zhangyue@ucla.edu

Your Email Password

\*\*\*\*\*



Recipient Email

zhangyue@ucla.edu

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