

Teams Meeting Reporter

Documentation

App Name	Teams Meeting Reporter (TMR)
Version	1.0
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Introduction:

This application is designed to automate the process of sending Teams Meeting reports to all meeting participants via Microsoft Outlook. It operates in the background and periodically checks the download folder every 15 seconds. When it identifies a CSV file with the keyword 'Attendance report' in its filename, and that file doesn't already contain the keyword '(PROCESSED),' it prompts the user to decide whether they want to send an email to the participants of the meeting.

Installation and Setup:

Prerequisites:

- Microsoft Outlook:

Outlook must be installed, configured, and activated on the user's laptop for TMR to send reports via email.

- Python:

Python must be installed and added to the system's PATH environment variable.

- Some python libraries:

The following libraries must be installed on the computer: pygame and pywin32.

Setup:

Edit the email in the Json file and add the email which you have configured in Outlook.

There are three methods to run the app:

Method 1: Save all the app files in a safe location and use Task Scheduler to start a .bat file, which will run the script in the background.

Method 2: Place the .bat file in the startup folder, typically located at ['C:\ProgramData\Microsoft\Windows\Start Menu\Programs\Startup.'](#)

Method 3 (if you don't want to use a .bat file): Convert the entire Python code into an executable (exe) file and then follow Method 1 or Method 2.

User Interface (UI) Guide:

The app features a simple user interface that prompts the user to decide whether they want to send the report as an email to all participants. It also displays the complete file path for user reference.

Functionality and Features:

When the user downloads the meeting report file from Microsoft Teams, the script activates. If the user selects 'Yes' (indicating they want to send an email), it reads all the emails from the file into a Python set

data structure. It then sends the meeting report file as an attachment with a user-defined email body and subject. For details on how to set the email body and subject, please refer to the user guide section.

User Guide:

- To set a custom email body and subject, the user must edit the sendEmail function in the HelperFunction.py file.
- When the program detects the corresponding file, it will prompt the user with 'Yes' or 'No.' If the user selects 'Yes,' the program will send an email to all participants and rename the file by adding '(PROCESSED)' to its name. If the user selects 'No,' the file will only be renamed, and no email will be sent to participants.

Support and Contact Information:

For queries you can contact on these:

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