

## **Mina (Meeting Insights & Action): Complete SaaS Solution for Comprehensive Meeting Management**

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### Revised Project Description for Mina

Mina is a next-generation SaaS platform that transforms meetings into actionable moments, combining real-time transcription, advanced AI capabilities, and integrated productivity tools. Mina aims to go beyond simple transcription by offering end-to-end meeting management solutions that optimize collaboration, task management, and actionable insights.

### Vision

To redefine meeting productivity by turning discussions into impactful actions, fostering seamless collaboration, and providing real-time intelligence that drives decision-making and project continuity.

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### Core Features

#### 1. Real-Time Meeting Engagement

**Live Transcription:** High-accuracy real-time transcription powered by state-of-the-art ASR and NLP models.

**Speaker Identification:** Automatic tagging of speakers to enhance clarity and attributions.

**Live Editable Notes:** Users can edit, annotate, and tag tasks during the meeting for immediate context.

#### 2. AI-Powered Insights

**Actionable Summaries:** Automated meeting summaries enriched with actionable next steps and key insights.

**Task Extraction and Impact Prioritization:** AI-driven extraction of tasks, prioritized by an Impact Score, to streamline follow-ups.

**Sentiment Analysis:** Analyze conversational tone and sentiment to assess engagement and identify potential concerns.

### 3. Seamless Collaboration

**Real-Time Collaboration:** Team members can collaboratively tag, edit, and assign tasks during live sessions.

**Shared Dashboards:** Centralized dashboards for tracking action items, tasks, and ongoing project updates.

### 4. Advanced Integrations

**Cross-Platform Integration:** Seamlessly integrates with video conferencing tools (Zoom, Google Meet, Microsoft Teams) and productivity platforms (Jira, Trello, Salesforce).

**Browser Extension:** Mina will launch as a browser extension for instant recording and transcription during browser-based meetings or webinars.

**Offline Mode:** Record and transcribe meetings offline, with data syncing once reconnected.

### 5. Proactive Workflow Automation

**Auto-Generated Workflows:** Automatically link tasks, summaries, and insights with ongoing projects.

**Task Delegation:** Assign tasks to team members in real-time and track their progress through an integrated task manager.

**Adaptive Suggestions:** Provide real-time recommendations for next steps, flagged follow-ups, and unresolved issues.

### 6. Advanced Personalization

**Role-Based Features:** Adapt the user experience to specific roles, such as project managers or client-facing teams.

**Custom Vocabulary:** Train Mina to recognize industry-specific jargon and acronyms for improved transcription accuracy.

**Integrated Project Continuity Threading:** Link meeting insights with project timelines to ensure continuity.

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## Unique Differentiators

Mina will stand out by offering capabilities that transcend traditional meeting tools like Otter AI:

1. Impact Score Prioritization: Focus on the most critical tasks derived from meetings.
2. Sentiment Analysis: Provide deeper insights into team dynamics and stakeholder engagement.
3. Proactive Task Suggestions: Automatically suggest follow-ups, deadlines, and actions based on context.
4. Integrated Analytics: Offer data-driven insights into team performance and meeting effectiveness.
5. Workflow Automation: Link meeting outputs directly to project management systems, eliminating manual follow-ups.
6. Cross-Platform Accessibility: Start as a browser extension, then expand to mobile and web apps for broader reach.

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## Phased Rollout Plan

### Phase 1: MVP (Core Features)

Live transcription, editable notes, and speaker identification.

Actionable AI-generated summaries and task extraction.

Browser extension with cross-platform transcription.

## Phase 2: Collaboration and Integration

Real-time team collaboration tools.

Advanced integrations with project management and CRM platforms.

Shared dashboards for team-wide visibility.

## Phase 3: Advanced AI and Automation

Sentiment analysis and impact prioritization.

Automated workflows and task delegation.

Adaptive task suggestions and recommendations.

## Phase 4: Expansion

Mobile app for Android (initial priority) and iOS.

Voice-activated virtual assistant for real-time insights.

Workflow automation for end-to-end project management.

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## Target Audience

1. Project Managers: Streamline task delegation and ensure project continuity.
2. Client-Facing Professionals: Maintain high engagement with actionable insights.
3. Remote Teams: Enhance productivity with seamless collaboration tools.

4. Business Analysts: Gain data-driven insights into meeting effectiveness and team performance.

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## Monetization Strategy

### 1. Subscription Model:

Personal Use: Affordable monthly plans for individuals focusing on productivity tools.

Team Use: Tiered pricing for teams with collaboration and analytics features.

2. Enterprise Solutions: Customized offerings for large organizations with advanced integration and workflow needs.

3. Freemium Tier: Offer basic features for free, with premium tools behind a paywall.

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## Conclusion

Mina is not just a meeting transcription tool—it's a comprehensive meeting productivity platform. By combining AI-powered insights, actionable prioritization, and seamless collaboration, Mina will redefine how individuals and teams turn meetings into meaningful outcomes. This refined focus ensures Mina is uniquely positioned to compete with and surpass tools like Otter AI, transforming it into the ultimate productivity companion for modern professionals.