

Analyzing Meeting Transcripts for Insights

Attached is the Transcript of Meeting.

Summarise key insights in bullet points, and mention if task is allocated to someone. Only mention important and actionable items.

:c-01 (Day to Day)

Minutes of Meetings from Unstructured Data

Create Minutes of Meeting from chat and
transcript data

:c-02 (Day to Day)

Summarise Long Email Chains

Summarize lengthy email threads into concise points

:c-03 (Day to Day)

Generate Dummy CSV Data for Testing

Generate test CSV files with dummy data for
analysis

:c-04 (Day to Day)

Server Costing on AWS or Azure or Google Cloud

Estimate cloud server costs across AWS, Azure,
Google Cloud

:c-05 (Day to Day)

Structure the Unstructured Data

Organize unstructured data into structured
format

:c-06 (Day to Day)

Cleaning up of documentation to be in Readable Format

Refine documents for clarity and readability

:c-07 (Day to Day)

Analyse Google Analytics or Complex Data

Analyze complex data or Google Analytics
reports

:c-08 (Day to Day)

Generate Graphs from Data

Produce visual graphs from data sets

:c-09 (Day to Day)

**Come up with Metrics for Team
or Product**

**Identify key performance metrics for products
or teams**

:c-10 (Day to Day)

Learning about new topic in Simple Words

Explain complex topics in simple,
understandable language

:c-11 (Day to Day)

What can be done using Vision Capabilities (architecture flow)

Explain uses of vision capabilities in tech architecture

:c-12 (Day to Day)

Podcast Summary, Article Summary

Provide concise summaries of podcasts or
articles

:c-13 (Day to Day)

General Market Research to get a Broad Idea (earlier Google Search, or G2)

Perform broad market research on a topic

:c-14 (Research & Discovery)

Summarise RFPs to extract Product Feature Requests

Summarize RFPs for product feature request
insights

:c-15 (Research & Discovery)

Specific Market Research with Product Reviews of one of the Competitor (Positive and Negative)

Conduct detailed market research on competitor
reviews

:c-16 (Research & Discovery)

Naming a new Feature or Product

Generate creative names for a new product or feature

:c-17 (Research & Discovery)

Find gaps in PRD and be a
critic

Critically analyze PRDs for any gaps or
inconsistencies

:c-18 (Research & Discovery)

SQL or JQL Queries

Write SQL or JQL queries for data analysis

:c-19 (Research & Discovery)

Generate Ideas around XYZ Problem

Ideate solutions for a specific problem XYZ

:c-20 (Research & Discovery)

Pros & Cons of a Feature

Discuss the advantages and disadvantages of a
feature

:c-21 (Research & Discovery)

Removing Personal Bias, Consequences

Identify and remove personal bias in decision-
making

:c-22 (Research & Discovery)

Why shouldn't we do XYZ

Explore reasons against pursuing a specific
action XYZ

:c-23 (Research & Discovery)

Starting point for Strategy

Define a starting point or foundation for
strategic planning

:c-24 (Research & Discovery)

**Spread out Ideas, remove bias
towards a single thing**

Broaden ideation and reduce single-point bias

:c-25 (Research & Discovery)

Release Notes of Competitors and Summarisation

Summarize competitors' release notes for quick
insights

:c-26 (Research & Discovery)

User Persona Generation

Create user personas for product design and
marketing

:c-27 (Research & Discovery)

Customer Journey Map

Map out the customer journey for product
interaction

:c-28 (Research & Discovery)

SWOT Analysis, Kano Model Analysis

Conduct SWOT or Kano model analysis for
strategic insights

:c-29 (Research & Discovery)

Regulatory Compliance of a Feature with GDPR

Assess GDPR compliance for a product feature

:c-30 (Research & Discovery)

Sentiment Analysis and Voice of Customer from dump of Feedback

Perform sentiment analysis on customer feedback

:c-31 (Research & Discovery)

Write Story or PRDs first Draft

Draft the first version of stories or PRDs for
review

:c-32 (Delivery)

Analysis of Jira Tickets (Story Points and Efficiency)

Analyze Jira tickets for story point allocation
and efficiency

:c-33 (Delivery)

Edge Cases Finding or Test Cases Finding

Identify edge or test cases for thorough QA

:c-34 (Delivery)

Translation of Full Excel File to another Language

Translate complete Excel files into a different
language

:c-35 (Delivery)

Transactional Email Copies

Create transactional email copies for various
triggers

:c-36 (Delivery)

Acceptance Criteria and Test Cases Generation

Generate clear acceptance criteria and test
cases

:c-37 (Delivery)

UI Feedback Generator

Generate UI feedback for improvement and
usability

:c-38 (Delivery)

Release Notes and Feature Release Notes

Craft release and feature notes for product
updates

:c-39 (Go to Market)

Get Feedback and Reviews Summarisation

Summarize feedback and reviews for actionable
insights

:c-40 (Go to Market)

Pricing Brainstorming

Brainstorm pricing strategies for products or services

:c-41 (Go to Market)

Partnership Recommendation

Recommend potential strategic partnerships for
growth

:c-42 (Go To Market)