**PROJECT DETAILS:**

* **Goal:** AI Meeting Summarizer + Action Tracker + Decision Log
* **Inputs:** Not specified - you may determine appropriate inputs based on the project requirements
* **Expected outputs:** A functioning application that meets all requirements
* **Constraints:** Must be completed within 14 days

**PROJECT DESCRIPTION:**

Develop a system that can automatically create meeting summaries, track action items, and maintain a decision log from recorded meeting audio or transcripts.

**REQUIREMENTS:**

* Audio processing or integration with a transcription API
* NLP techniques for summarization
* Entity extraction for action items and owner identification
* API for integration with calendar systems
* Web-based dashboard for viewing and managing meeting information

**RECOMMENDED SKILLS:**

Python, NLP, Audio Processing, Web Development, API Development