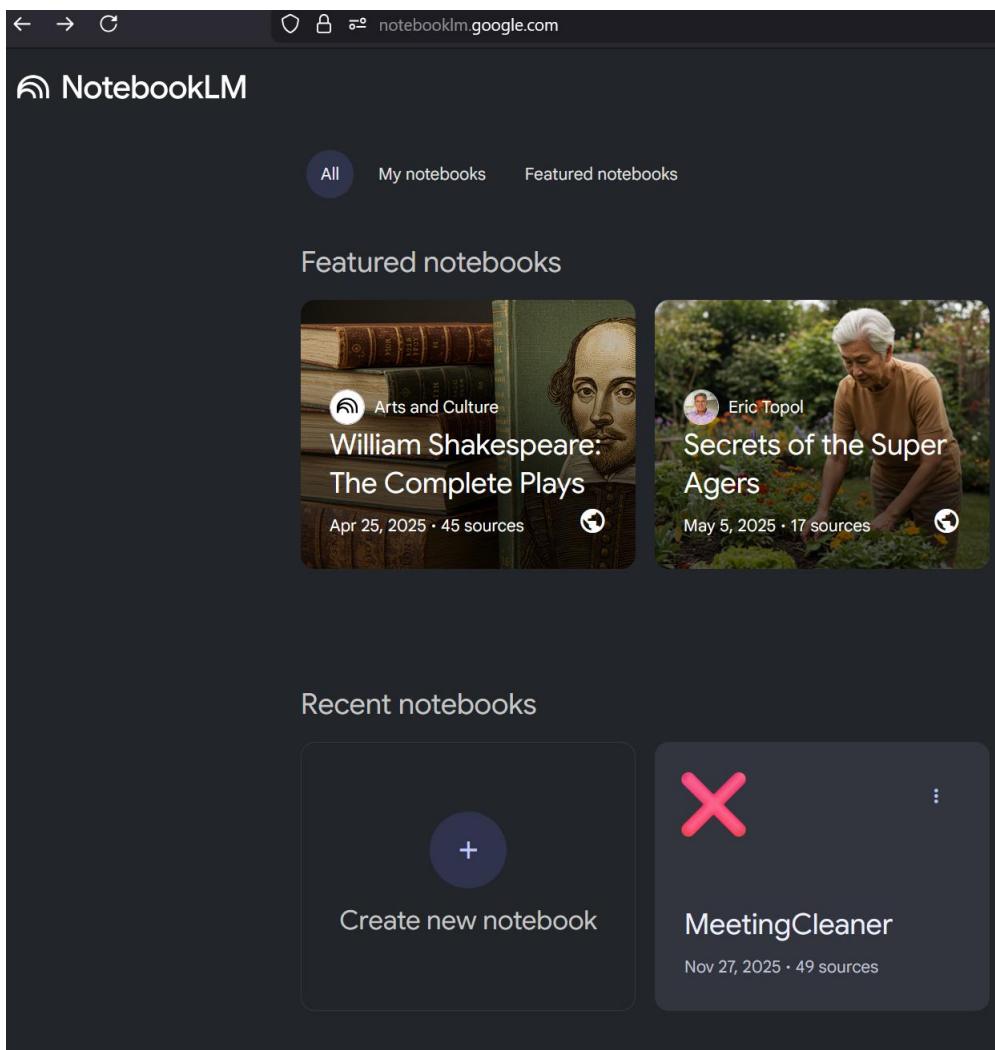


## Deliverables – Assignment Week 1

### Required Screenshots

Screenshots of Notebook LM notebook, clearly showing your project setup (notebook name, organization, and sources).



## **Yardley Estiverne - Assignment**

Screenshots displaying imported sources for each label: USER, TRENDS, and COMPETITOR.

The screenshot shows the MeetingCleaner application interface. At the top, there is a logo and the title "MeetingCleaner". Below the title, a search bar has "Sources" typed into it. Underneath the search bar, there are two dropdown menus: "Web" and "Fast Research". A large list of sources is displayed, all of which are categorized under the "COMPETITOR" label. Each source entry includes a small icon, the source title, and a checked checkbox on the right side. The sources listed are:

- COMPETITOR: 15 Best AI Meeting Summary Tools in 2025 - Fellow.ai
- COMPETITOR: 2025 Trends in AI Meeting Transcription: What's New and What's ...
- COMPETITOR: 40 Best AI Automation Tools You Can Trust in 2025 - ClickTraces
- COMPETITOR: AI Meeting Notes & Transcriptions for Project Managers - Tactiq
- COMPETITOR: Best Free Google Meet Note Takers: Top 10 AI Tools for 2025 - Sal...
- COMPETITOR: Best fireflies AI alternatives that creates tasks and not just transcr...
- COMPETITOR: Bluedot AI Note Taker | AI Meeting Notes & Summaries
- COMPETITOR: Fireflies.ai Review 2025 — 12 Best Alternatives to Try - Krisp
- COMPETITOR: Fireflies.ai | The #1 AI Notetaker for Your Meetings
- COMPETITOR: MeetGeek | AI Note Taker and Meeting Assistant
- COMPETITOR: Posted Credit Note to Task | Workbooks CRM Support
- COMPETITOR: Productivity Startups funded by Y Combinator (YC) 2025
- COMPETITOR: Sembley AI – AI Notetaker for Teams & Professionals | Try for Free
- COMPETITOR: The Best 5 Alternatives to Fireflies.ai in 2026
- COMPETITOR: The Complete Guide to AI Note-Taking Apps in 2025 - Mem – You...
- COMPETITOR: The Meeting Notetaker and AI Copilot Landscape
- COMPETITOR: The best AI productivity tools in 2025 - Zapier
- COMPETITOR: Top 100 Useful AI Tools - Betterwho.com

## **Yardley Estiverne - Assignment**

The screenshot shows a Google Notebook titled "MeetingCleaner". The notebook interface includes a header with navigation icons (back, forward, search) and a URL (notebooklm.google.com/notebook/9a932113-5a83-4cbc). Below the title is a "Sources" section. The list contains 30 items, each with a small icon, a title, and a checked checkbox to its right. The titles are categorized into TRENDS (18 items) and USER (12 items). The TRENDS section covers topics like CXO Playbook, Enterprise Artificial Intelligence, IBM's role in AI, LMDE 2025 CONFERENCE Proceedings, Large language models, Natural language generation, India's Deep Tech Companies, Prompt Guide for Board Members, Prompt engineering, Strategic AI Investment, SUMMARY1 Friction Points, The State of Digital Adoption, and various WalkMe reports. The USER section covers challenges in audio transcription, AI meeting notes, Disadvantages of AI for minute-taking, CRM enrichment, Deep Dive into AI note-taking apps, PAIN POINTS Accuracy and Trust Challenges, SmartVoiceNotes, turning transcripts into decisions, AI meeting minutes, a guide to council meeting minutes, Data Security and AI Transcription, and what's under the hood of automatic metrics.

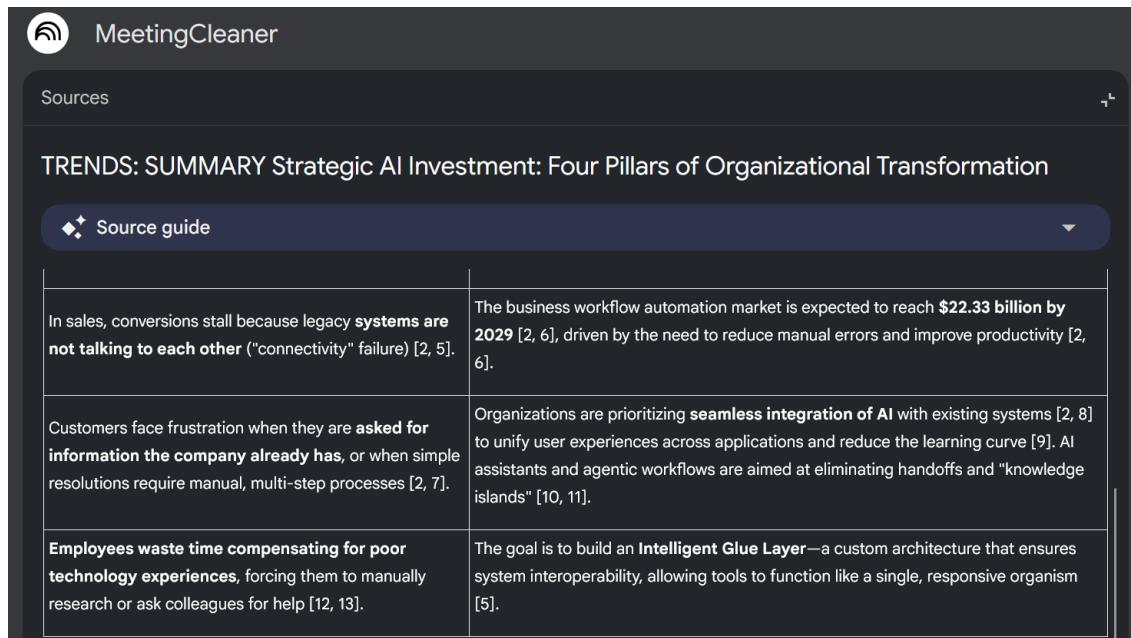
- [] TRENDS: CXO Playbook | Modernizing Sales with Tech, Talent, and AI - Worxwide ✓
- [] TRENDS: Enterprise Artificial Intelligence: Building Trusted AI with Secure Data | ... ✓
- [] TRENDS: IBM as Client Zero Driving Productivity with AI ✓
- [] TRENDS: LMDE 2025 CONFERENCE Proceedings of Extended Abstracts - leadin... ✓
- [] TRENDS: Large language model - Wikipedia ✓
- [] TRENDS: Natural language generation - Wikipedia ✓
- [] TRENDS: Powering the Next Big Leap with India's Next-Gen Deep Tech Compani... ✓
- [] TRENDS: Prompt Guide for Board Members - PMAssistant.AI ✓
- [] TRENDS: Prompt engineering - Wikipedia ✓
- [] TRENDS: SUMMARY Strategic AI Investment: Four Pillars of Organizational Transf... ✓
- [] TRENDS: SUMMARY1 Friction Points and Investment Drivers in Digital Transforma... ✓
- [] TRENDS: The State of Digital Adoption - WalkMe ✓
- [] USER: 5 Common Challenges in Audio to Text Transcription and How to Overcom... ✓
- [] USER: Bot vs no bot: why AI meeting notes without bots are the future - Radiant ✓
- [] USER: Disadvantages of AI for Minute-Taking - Sage Governance ✓
- [] USER: Enriching your CRM with the unstructured data from call transcripts and v... ✓
- [] USER: My Deep Dive into 25+ AI Note-Taking Apps (The Brutally Honest & Readab... ✓
- [] USER: PAIN POINTS Accuracy and Trust Challenges in AI Notetaking ✓
- [] USER: SmartVoiceNotes – turning meeting transcripts into actual decisions (not j... ✓
- [] USER: Turn meeting transcripts into valuable insights for any audience. Prompt i... ✓
- [] USER: Why AI Meeting Minutes Are a Complete Waste of Your Time - Beyond Str... ✓
- [] USERS: A GUIDE TO THE PREPARATION OF COUNCIL MEETING MINUTES - Open... ✓
- [] USERS: Data Security and AI Transcription: Who's Really in on the Conversation? ✓
- [] USERS: What's under the hood: Investigating Automatic Metrics on Meeting Sum... ✓

## **Yardley Estiverne - Assignment**

Screenshots of summarized notes, including the USER PAIN POINTS summary and TRENDS SUMMARY.

The screenshot shows a mobile application interface for 'MeetingCleaner'. At the top, there's a navigation bar with a microphone icon and the text 'MeetingCleaner'. Below it is a 'Sources' section. The main content area has a title 'USER: PAIN POINTS Accuracy and Trust Challenges in AI Notetaking'. A 'Source guide' button is visible. The text discusses regional pronunciation, idiomatic expressions, and cultural nuances that can lead to transcription errors. It then lists several bullet points under 'Handling Multiple Speakers' and 'AI Error Types', which include topics like overlapping speech, hallucinations, redundancy, wrong references, incorrect reasoning, incoherence, linguistic inaccuracy, and structural disorganization. The next section, '2. Efficiency and Actionability Problems', notes that AI often fails to deliver actionable results efficiently. It lists 'Ineffective Processes and Time Consumption', 'Walls of Text Syndrome', 'Lack of Actionable Focus', 'False Efficiency and Cleanup', and 'Lack of Contextual Understanding'. The final section, '3. Trust, Privacy, and Legal Governance Concerns', addresses ethical, legal, and relational pain points, mentioning bot fatigue, trust erosion, self-censorship, and data security issues. The notes are presented in a clean, organized list format with some sections having sub-points or examples.

## **Yardley Estiverne - Assignment**



The screenshot shows a mobile application interface titled "MeetingCleaner". At the top, there is a circular icon with a microphone symbol and the text "MeetingCleaner". Below the title, a "Sources" button is visible. The main content area is titled "TRENDS: SUMMARY Strategic AI Investment: Four Pillars of Organizational Transformation". A "Source guide" button is located below the title. The content is organized into three sections:

- 2. The Intersection of Data Quality, Trust, and Governance**

This area addresses the systemic fragility of AI systems caused by poor data and the escalating need for accountability and privacy [14, 15].

User Pain Point	Current Industry Trend & Momentum
<b>Data Quality Issues and Errors</b> [14]	<b>AI Governance and Trusted Data Foundations</b> [14]
<b>Data quality issues are the #1 inhibitor</b> causing AI projects to fall short of expectations across surveyed sectors like BFSI and Telco/CSP [14, 16, 17].	Organizations are defining <b>AI Governance and Data Foundations</b> as crucial investment priorities [14, 18]. Enterprise AI (EAI) relies on <b>governed access to private, permissioned information</b> to execute workflows safely [19, 20].
The convergence of AI and content generation complicates issues of <b>intellectual property and creative ownership</b> [21].	Spend on AI Governance software is projected to see a <b>30% CAGR</b> from 2024 to 2030 [14]. Enterprises want to own and govern their content due to compliance, security, and competitive advantage concerns [22].
The use of AI creates new compliance risks, and customers weigh <b>trust in data security</b> alongside perceived advantages before adopting AI [14].	Organizations are focusing intensely on <b>Security, Compliance, and Data Sovereignty</b> as top factors sought in partners and essential investment priorities [14, 23]. The trend emphasizes the need to transform at speed without sacrificing control [24].
- 3. The Intersection of Manual Effort and Insight Generation**

This focuses on converting overwhelming amounts of raw data and manual activity into actionable intelligence and strategic time [12].

User Pain Point	Current Industry Trend & Momentum
<b>Analysis Paralysis and Non-Actionable Data</b> [12]	<b>Predictive and Generative AI for Decision Velocity</b> [12]
Enterprise analysts spend a large amount of time <b>consolidating fragmented data for reports</b> (e.g., 63% of an analyst's time at IBM) rather than generating insights [12, 25].	Generative AI and AI-powered simulation tools are being used to <b>enhance decision-making</b> [12, 26] and accelerate strategy [27, 28].

## **Yardley Estiverne - Assignment**

A screenshot of MVP feature list as generated in Notebook LM.

The screenshot shows a dark-themed interface for 'MeetingCleaner'. At the top, there's a header with a circular icon and the text 'MeetingCleaner'. Below it is a 'Sources' section. The main content area is titled 'MVP1: PROMPT Django AI Notetaker: Actionable Synthesis and Trust Governance'. A 'Source guide' button is visible. The text in the main area describes the goal of generating an AI Notetaker MVP using Python/Django, focusing on actionability, trust, and accuracy. It includes a coding prompt for Google Gemini, application purpose and context, core functional requirements (MVP Features), and three sections: 1. Action-Oriented Generative Synthesis (Solving Actionability Pain), 2. Integrated Governance and Trust Controls (Solving Trust and Legal Pain), and 3. Context-Aware Accuracy & Unified Review Interface (Solving Technical and Workflow Pain). Each section lists specific requirements and descriptions.

MVP1: PROMPT Django AI Notetaker: Actionable Synthesis and Trust Governance

Source guide

Django AI Notetaker: Actionable Synthesis and Trust Governance

This prompt instructs Google Gemini to generate a basic AI Notetaker MVP application using the Python Django framework, focusing specifically on implementing the core features necessary to deliver **actionability, trust, and accuracy** as defined in the source materials [1].

Coding Prompt for Google Gemini: AI Notetaker MVP (Python/Django)

**Goal:** Generate a basic, functional prototype of an **AI Notetaker Minimum Viable Product (MVP)** using Python and the Django framework. The prototype must demonstrate the core functionalities required to solve urgent user pain points by prioritizing features that guarantee **trust, deliver measurable actionability, and drastically reduce the friction** associated with output cleanup [1].

**Application Purpose and Context:**

The primary purpose of this MVP is to act as an "Intelligent Glue Layer" [2] that converts raw meeting data (simulated by text input) into immediate **actionable intelligence** [3]. It must solve the urgent efficiency problem of users "drowning in transcripts" [3] while simultaneously mitigating legal and technical pains associated with inaccurate or intrusive AI tools [4, 5].

**Core Functional Requirements (MVP Features)**

The application must simulate a workflow that includes data input, processing (summary generation), and a unified review.

**1. Action-Oriented Generative Synthesis (Solving Actionability Pain)**

- **Input Simulation:** The app must accept a block of text (simulating a meeting transcript).
- **Output Structure:** The Django view must process this input and generate a structured summary (simulated action-focused synthesis) that goes beyond a "generic paragraph summary" [3].
- **Data Artifacts:** The output displayed to the user must clearly identify and categorize key elements, delivering immediate value by listing:
  - **Commitments** [3]
  - **Deadlines** [3]
  - **Follow-ups** [3]

**2. Integrated Governance and Trust Controls (Solving Trust and Legal Pain)**

- **Consent Management:** The initial data submission form must include clear, user-friendly controls for **obtaining consent** to record (e.g., a mandatory checkbox) to mitigate legal compliance risk [5].
- **Data Sovereignty Assurance:** The platform must display a clear assurance to the user, emphasizing **strict data governance** [5]. A prominent message must confirm that the captured data **will not be used to train models**, addressing major confidentiality concerns [5]. This also helps mitigate "bot fatigue" [5].

**3. Context-Aware Accuracy & Unified Review Interface (Solving Technical and Workflow Pain)**

- **Unified Review Interface:** The resulting structured summary (commitments, deadlines, etc.) must be displayed in a single, intuitive interface that avoids **complexity and overkill** [2].
- **Error Mitigation:** This interface must function as an editable environment to allow users to perform **rapid correction of common AI errors** [4]. Specifically, the UI must facilitate the correction of:

## ***Yardley Estiverne - Assignment***

The exact Gemini prompt used to generate your code.

### **PROMPT**

**create a new prompt that tells Google Gemini to generate a basic app using Python/Django which should implement the specific features outlined in the MVP source. Your coding prompt should communicate the main functionality, the purpose of the app, and any important user interactions or requirements that the MVP should satisfy.**

[The exact Gemini prompt.](#)

### **Coding Prompt for Google Gemini: AI Notetaker MVP (Python/Django)**

App name: MeetingScribeCleaner

Description: Take a raw transcript (scanned file, pdf file, word document) of a meeting and transform the text into a structured, understandable and error-free report.

Goal: Generate a basic, functional prototype of an AI Notetaker Minimum Viable Product (MVP) using Python and the Django framework. The prototype must demonstrate the core functionalities required to solve urgent user pain points by prioritizing features that guarantee trust, deliver measurable actionability, and drastically reduce the friction associated with output cleanup.

Application Purpose and Context:

The primary purpose of this MVP is to act as an "Intelligent Glue Layer" that converts raw meeting data (simulated by text input) into immediate actionable intelligence. It must solve the urgent efficiency problem of users "drowning in transcripts" while simultaneously mitigating legal and technical pains associated with inaccurate or intrusive AI tools.

### **Core Functional Requirements (MVP Features)**

The application must simulate a workflow that includes data input, processing (summary generation), and a unified review.

#### **1. Action-Oriented Generative Synthesis (Solving Actionability Pain)**

- Input Simulation: The app must accept a block of text (simulating a meeting transcript).
- Output Structure: The Django view must process this input and generate a structured summary (simulated action-focused synthesis) that goes beyond a "generic paragraph summary".
- Data Artifacts: The output displayed to the user must clearly identify and categorize key elements, delivering immediate value by listing:
  - Commitments
  - Deadlines
  - Follow-ups

## ***Yardley Estiverne - Assignment***

### **2. Integrated Governance and Trust Controls (Solving Trust and Legal Pain)**

- Consent Management: The initial data submission form must include clear, user-friendly controls for obtaining consent to record (e.g., a mandatory checkbox) to mitigate legal compliance risk.
- Data Sovereignty Assurance: The platform must display a clear assurance to the user, emphasizing strict data governance.

A prominent message must confirm that the captured data will not be used to train models, addressing major confidentiality concerns. This also helps mitigate "bot fatigue".

### **3. Context-Aware Accuracy & Unified Review Interface (Solving Technical and Workflow Pain)**

- Unified Review Interface: The resulting structured summary (commitments, deadlines, etc.) must be displayed in a single, intuitive interface that avoids complexity and overkill.
- Error Mitigation: This interface must function as an editable environment to allow users to perform rapid correction of common AI errors.

Specifically, the UI must facilitate the correction of:

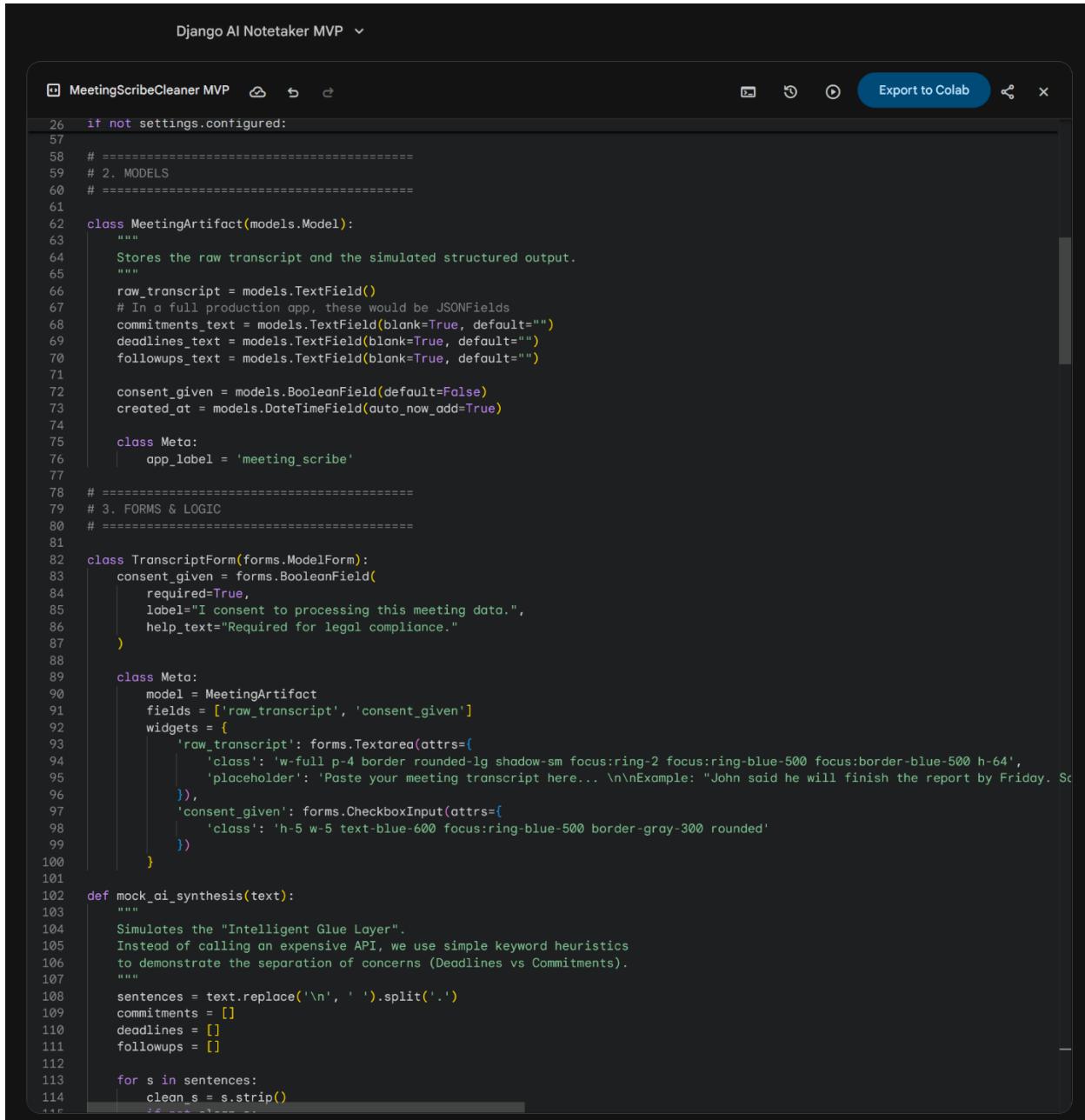
- Wrong references (misattributing statements)
- Missing information
- Collective Alignment: The interface design must conceptually support the essential governance practice of collective alignment—allowing human teams to agree upon decisions and reducing "conflicting interpretations".
- Technical Context (Conceptual): Although not implemented directly, the app should conceptually acknowledge the need to handle industry-specific jargon (e.g., legal or technical terms).

#### **Technical Requirements (Python/Django)**

1. Models: Create a Django model (MeetingArtifact) to store the raw input text and the resulting structured action-focused output.
2. Input View/Template: Implement a view and template for data submission, including the mandatory consent control.
3. Processing/Output View: Implement a view that simulates processing and renders the final output in the Unified Review Interface.
4. Interface Design: The output template must display the categorized action items (Commitments, Deadlines, Follow-ups) and include fields/buttons to simulate the ability to edit/correct/approve these elements, demonstrating the capability for rapid correction and collective alignment.

## **Yardley Estiverne - Assignment**

Screenshots showing Gemini's code output and the running application or user interface.



The screenshot shows a dark-themed code editor interface titled "Django AI Notetaker MVP". The title bar includes a dropdown menu, a refresh icon, and a "Export to Colab" button. The main area displays Python code for a "MeetingScribeCleaner MVP" project. The code defines a "MeetingArtifact" model and a "TranscriptForm" form. The "MeetingArtifact" model has fields for raw transcript, commitments, deadlines, followups, consent given, and creation date. The "TranscriptForm" form includes a BooleanField for consent and a Textarea for the raw transcript. The code also contains a "mock\_oi\_synthesis" function that simulates an intelligent glue layer by splitting sentences and categorizing them into commitments, deadlines, and followups.

```
26 if not settings.configured:
27 # =====
28 # 2. MODELS
29 # =====
30
31
32 class MeetingArtifact(models.Model):
33     """
34     Stores the raw transcript and the simulated structured output.
35     """
36     raw_transcript = models.TextField()
37     # In a full production app, these would be JSONFields
38     commitments_text = models.TextField(blank=True, default="")
39     deadlines_text = models.TextField(blank=True, default="")
40     followups_text = models.TextField(blank=True, default="")
41
42     consent_given = models.BooleanField(default=False)
43     created_at = models.DateTimeField(auto_now_add=True)
44
45     class Meta:
46         app_label = 'meeting_scribe'
47
48     # =====
49     # 3. FORMS & LOGIC
50     # =====
51
52     class TranscriptForm(forms.ModelForm):
53         consent_given = forms.BooleanField(
54             required=True,
55             label="I consent to processing this meeting data.",
56             help_text="Required for legal compliance."
57         )
58
59         class Meta:
60             model = MeetingArtifact
61             fields = ['raw_transcript', 'consent_given']
62             widgets = {
63                 'raw_transcript': forms.Textarea(attrs={
64                     'class': 'w-full p-4 border rounded-lg shadow-sm focus:ring-2 focus:ring-blue-500 focus:border-blue-500 h-64',
65                     'placeholder': 'Paste your meeting transcript here... \n\nExample: "John said he will finish the report by Friday. So we can expect it by the end of the week."'
66                 }),
67                 'consent_given': forms.CheckboxInput(attrs=[
68                     'class': 'h-5 w-5 text-blue-600 focus:ring-blue-500 border-gray-300 rounded'
69                 ])
70             }
71
72     def mock_oi_synthesis(text):
73         """
74         Simulates the "Intelligent Glue Layer".
75         Instead of calling an expensive API, we use simple keyword heuristics
76         to demonstrate the separation of concerns (Deadlines vs Commitments).
77         """
78         sentences = text.replace('\n', ' ').split('.')
79         commitments = []
80         deadlines = []
81         followups = []
82
83         for s in sentences:
84             clean_s = s.strip()
85             # Clean up punctuation and whitespace
86             # Identify commitments, deadlines, and followups based on common patterns
87             # ...
88
89
90
91
92
93
94
95
96
97
98
99
100
101
102
103
104
105
106
107
108
109
110
111
112
113
114
```

# Yardley Estiverne - Assignment

127.0.0.1:8000

Meeting-Scribe-Cleaner

MVP PROTOTYPE

**Data Sovereignty Assurance**  
Your data is processed in a secure, ephemeral environment. **We do not use your transcripts to train our AI models.**

## New Transcript Processing

Paste your raw meeting notes or transcript below to generate actionable intelligence.

Okay let's start. John said he will draft the initial architecture. We need to have that ready by Friday. Sarah agreed to contact the legal team regarding the new compliance laws. I am going to set up the repo tomorrow. Also, we should remember to check the server logs just as a general follow-up.

Alright team, we need to finalize the marketing plan by next Wednesday. Mike volunteered to design the campaign graphics. Lisa will handle the email outreach and coordinate with the PR department. Don't forget to update the shared calendar with all upcoming deadlines. Also, we should review last week's client feedback as a follow-up.

During the call, Kevin mentioned that the database migration should start early next week. Priya will create the backup scripts before we begin. I'll review the current queries to ensure no conflicts arise. As a follow-up, we should schedule a brief team check-in after the

I confirm I have obtained consent from all participants.

**Generate Structured Report ↗**

127.0.0.1:8000/review/8/

Meeting-Scribe-Cleaner

MVP PROTOTYPE

← Back to Input

Processed ID: #8

ORIGINAL TRANSCRIPT

Okay let's start. John said he will draft the initial architecture. We need to have that ready by Friday. Sarah agreed to contact the legal team regarding the new compliance laws. I am going to set up the repo tomorrow. Also, we should remember to check the server logs just as a general follow-up.

Alright team, we need to finalize the marketing plan by next Wednesday. Mike volunteered to design the campaign graphics. Lisa will handle the email outreach and coordinate with the PR department. Don't forget to update the shared calendar with all upcoming deadlines. Also, we should review last week's client feedback as a follow-up.

During the call, Kevin mentioned that the database migration should start early next week. Priya will create the backup scripts before we begin. I'll review the current queries to ensure no conflicts arise. As a follow-up, we should schedule a brief team check-in after the migration completes to verify everything works correctly.

We discussed the upcoming product launch timeline. Emily agreed to finalize the content for the landing page by Thursday. Tom will coordinate with the design team for the

**Unified Review Interface**  
Edit below to align collective understanding.  
Technical Context: Active

**Commitments** Who is doing what?

- John said he will draft the initial architecture
- Sarah agreed to contact the legal team regarding the new compliance laws
- I am going to set up the repo tomorrow

**Deadlines** Critical Dates

- We need to have that ready by Friday
- Alright team, we need to finalize the marketing plan by next Wednesday

**General Follow-ups** Context & Next Steps

- Okay let's start
- Also, we should remember to check the server logs just as a general follow-up
- Mike volunteered to design the campaign graphics
- Don't forget to update the shared calendar with all upcoming deadlines

**Finalize & Export PDF** **Share for Approval**

## ***Yardley Estiverne - Assignment***

*(Optional): A link to your deployed MVP app online (for example, hosted on Firebase or Replit).*

<https://meeting-scribe-cleaner-mpv.onrender.com/>

### **Written Summary**

This end-to-end idea discovery show a pattern about creating new application or product, how to brainstorm our own ideas and start creating our projects, and I feel that I am starting to understand the prototyping process even if it takes time and patience to set it up. But it's also impacted on my workflow because the process makes me focus more on more features and functionalities faster.

One challenge I faced while trying to deploy the prototype app, and it's primarily because I use Django that is really not serving static html development, I have to find free tier for now to deploy the prototype and add all the configuration manually.