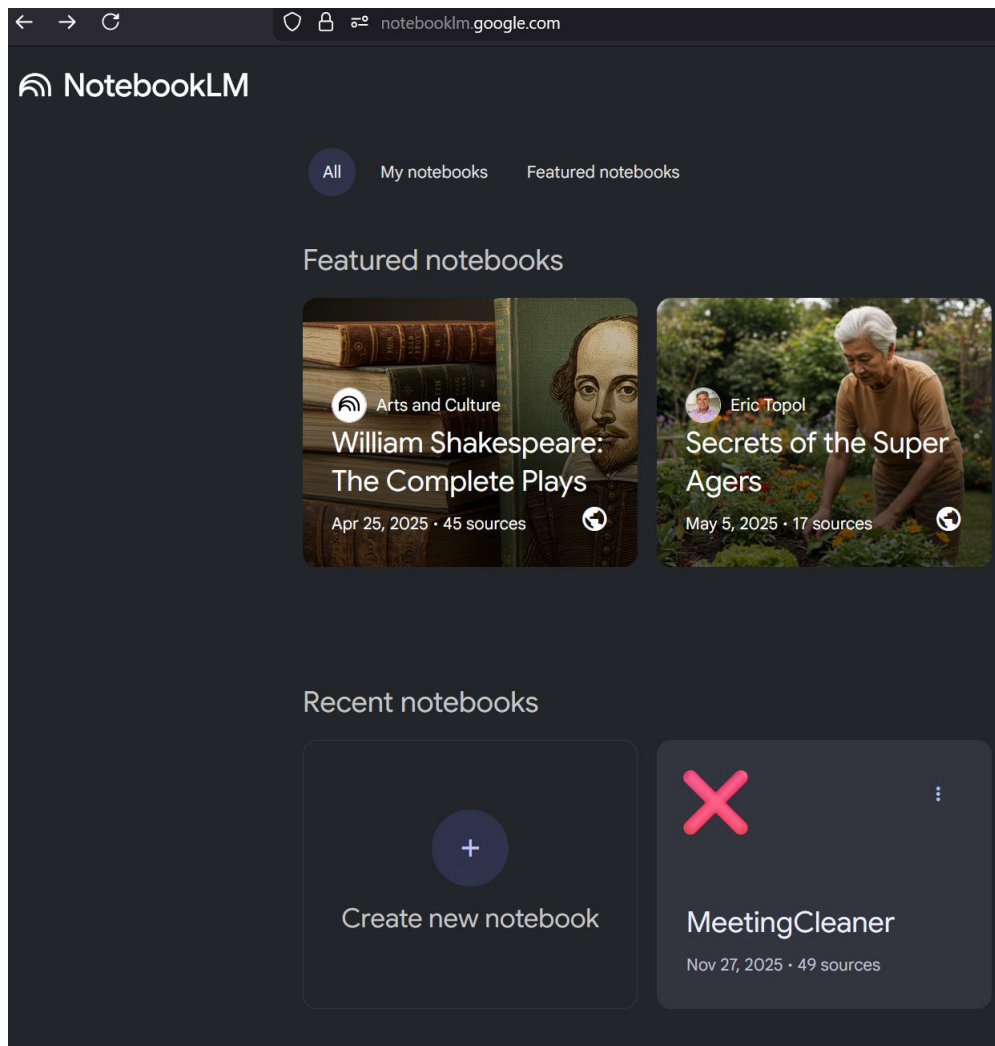


Deliverables – Assignment Week 1

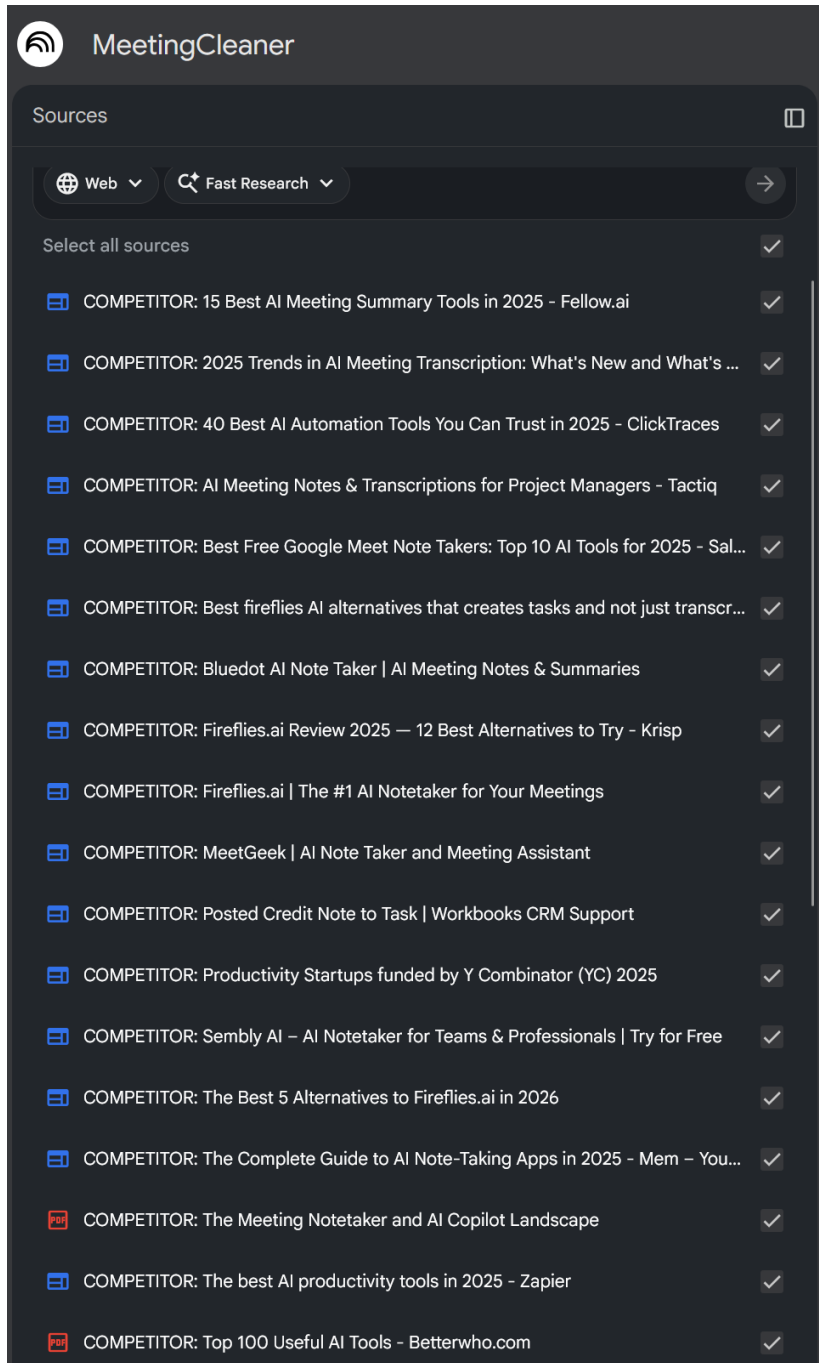
Required Screenshots

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.




Yardley Estiverne - Assignment

MeetingCleaner

Sources

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 & Reada...	✓
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...	✓

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

 MeetingCleaner

Sources

USER: PAIN POINTS Accuracy and Trust Challenges in AI Notetaking

Source guide

[3]. regional pronunciation, idiomatic expressions, and cultural nuances can lead an experienced transcriptionist or AI tool to make mistakes or convey the wrong meaning [3, 4]. This includes difficulty transcribing accents and translating idioms [4]. Furthermore, highly specialized or industry-specific vocabulary, such as legal terms like “res judicata” or “amicus curiae,” or technical abbreviations, are often missed or misspelled by unprofessional transcribers, resulting in potential major errors [5].

- **Handling Multiple Speakers** In group discussions or interviews, **overlapping speech** is a chaos factor, making it difficult to determine who said what or if crucial information was missed [6].
- **AI Error Types** AI language models frequently produce errors that hinder accurate note-taking, including producing “hallucinations” (incorrect or misleading results) [4, 7], **missing information** [8, 9], **redundancy** [10], **wrong references** (misattributing statements) [7], **incorrect reasoning** [7], **incoherence** (disjointed logic or flow) [11], **linguistic inaccuracy** (grammar mistakes or ambiguous language) [12], and **structural disorganization** [12]. Some of these hallucinations can be difficult to detect [4].

2. Efficiency and Actionability Problems

While AI is marketed for efficiency, users often find that transcription outputs fail to deliver actionable results, sometimes consuming more time than they save:


- **Ineffective Processes and Time Consumption** Transcription is inherently time-consuming, especially for long or large recordings [13]. Even the best computerized equipment requires significant proofreading to remove errors [13]. The expectation of speed over quality is a problem [13].
- **“Walls of Text” Syndrome** Users are “drowning in transcripts”—literal 45–90 minute calls result in auto-transcripts that are simply walls of text [14]. After receiving a transcript, users still spend considerable time (e.g., 30–40 minutes) manually figuring out what was decided, who owns what, and what is due when [14, 15].
- **Lack of Actionable Focus** AI tools often stop at “here’s everything that was said” or “here’s a generic paragraph summary,” failing to provide the structure and prioritization necessary for effective follow-up [15, 16]. Commitments, deadlines, and follow-ups created in meetings get scattered across documents, emails, and people’s memories because transcripts are the “worst format for acting on that information” [17].
- **False Efficiency and Cleanup** The promise of freeing users from minute-taking is called an “absolute lie” [18]. The process of reviewing and correcting AI-generated summaries that inevitably miss the point takes “significantly longer than simply jotting down key points” manually [19]. Many company secretaries report that cleaning up and reformatting raw AI outputs takes longer than writing the minutes from scratch [20].
- **Lack of Contextual Understanding** AI lacks human judgment and cannot apply context, interpret tone, or exercise discretion [21]. It struggles to distinguish between a throwaway comment and a crucial decision because it lacks understanding of the business, people, and objectives [19]. This failure to contextualize conversations, especially without access to supplemental materials like board packs or prior decisions, is a key limitation [22].

3. Trust, Privacy, and Legal Governance Concerns

The use of AI notetakers introduces significant ethical, legal, and relational pain points, particularly in sensitive or formal environments:

- **Bot Fatigue and Intrusiveness** There is a growing frustration with the visible, intrusive presence of AI, referred to as **bot fatigue** [23, 24]. When bots (like Fireflies.ai or Fathom) join a call, the meeting’s tone shifts from human conversation to a “monitored transaction” [25]. They interrupt the flow by announcing themselves [24], and tools that try to be the “whole meeting OS” feel like “overkill and a bit creepy” for small teams [26].
- **Erosion of Trust and Self-Censorship** The presence of a visible bot or a recording banner is a “trust-killer” [27]. Participants feel watched or recorded [24], leading to self-censorship and a decline in authentic communication, as people hesitate before speaking freely or openly discussing mistakes or controversial ideas [28–31].
- **Data Security and Privacy Breaches** AI transcription companies often store data, such as transcripts, on external servers, introducing a risk of

4

 MeetingCleaner

Sources

TRENDS: SUMMARY Strategic AI Investment: Four Pillars of Organizational Transformation

Source guide

In sales, conversions stall because legacy systems are not talking to each other ("connectivity" failure) [2, 5].	The business workflow automation market is expected to reach \$22.33 billion by 2029 [2, 6], driven by the need to reduce manual errors and improve productivity [2, 6].
Customers face frustration when they are asked for information the company already has , or when simple resolutions require manual, multi-step processes [2, 7].	Organizations are prioritizing seamless integration of AI with existing systems [2, 8] to unify user experiences across applications and reduce the learning curve [9]. AI assistants and agentic workflows are aimed at eliminating handoffs and "knowledge islands" [10, 11].
Employees waste time compensating for poor technology experiences , forcing them to manually research or ask colleagues for help [12, 13].	The goal is to build an Intelligent Glue Layer —a custom architecture that ensures system interoperability, allowing tools to function like a single, responsive organism [5].

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
Data Quality Issues and Errors [14]	AI Governance and Trusted Data Foundations [14]
Data quality issues are the #1 inhibitor causing AI projects to fall short of expectations across surveyed sectors like BFSI and Telco/CSP [14, 16, 17].	Organizations are defining AI Governance and Data Foundations as crucial investment priorities [14, 18]. Enterprise AI (EAI) relies on governed access to private, permissioned information to execute workflows safely [19, 20].
The convergence of AI and content generation complicates issues of intellectual property and creative ownership [21].	Spend on AI Governance software is projected to see a 30% CAGR 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 trust in data security alongside perceived advantages before adopting AI [14].	Organizations are focusing intensely on Security, Compliance, and Data Sovereignty 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
Analysis Paralysis and Non-Actionable Data [12]	Predictive and Generative AI for Decision Velocity [12]
Enterprise analysts spend a large amount of time consolidating fragmented data for reports (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 enhance decision-making [12, 26] and accelerate strategy [27, 28].

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

 MeetingCleaner

Sources

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:

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.

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 - Commitments
 - Deadlines
 - Follow-ups

Yardley Estiverne - Assignment

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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.

```
Django AI Notetaker MVP ▾

MeetingScribeCleaner MVP  Export to Colab

26 if not settings.configured:
27
28 # =====
29 # 2. MODELS
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'
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_ai_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()
```

Yardley Estiverne - Assignment

127.0.0.1:8000

Meeting-Scribe-CleanerMVP 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-CleanerMVP PROTOTYPE

← Back to Input

ProcessedID: #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.

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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

10

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.