Team : MeetWise

Your Smart Meeting Companion
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Introduction

→ Objective

Develop an AI-powered meeting assistant, that enhances productivity by automatically recording, transcribing, summarizing, and extracting action items from meetings. The assistant should integrate seamlessly with common workflows and include a feature for offline voice recognition, asking for speaker identification when a new voice is detected.

→ Context

This solution aims to streamline meeting processes by eliminating manual note-taking and reducing miscommunication. By leveraging offline voice recognition, the assistant can identify speakers and perform tasks such as transcription and action item extraction. This ensures that teams remain aligned and follow through on commitments effectively, improving overall meeting productivity and effectiveness.

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Problem Statement

→ **Current Challenges**

➢ **Miscommunication**: Important points and decisions can be misunderstood or forgotten, resulting in misaligned teams and missed deadlines.

➢ **Missed Follow-Ups**: Without a systematic way to track action items and responsibilities, follow-ups can be overlooked, affecting project progress.

➢ **Voice Recognition**: Identifying and attributing contributions to the correct participants is challenging, especially in offline.

➢ **Integration with Workflows**: Ensuring seamless integration with existing tools and workflows is crucial for adoption and effectiveness.

→ **Impact**

➢ It enhances productivity by offline voice recognition accurately attributes contributions, making meetings more efficient and aligned, allowing participants to focus on discussions. It reduces miscommunication with accurate transcriptions and ensures effective follow-ups by extracting action items.

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Proposed Solution

→ Overview

➢ An AI-powered meeting assistant that records, transcribes, identifying action items and new speakers with smart voice recognition. It boosts productivity by reducing manual notes and ensuring clear follow-ups.

→ Key Features

➢ **Intelligent Speech Recognition:** Detects new participants voices, prompts for names, and remembers them for future identification in the meeting.

➢ **Auto-Recording & Transcription:** Converts meeting audio into text in real-time or post-meeting.

➢ **AI-Generated Summaries:** Instantly highlights discussion points, decisions, and insights.

➢ **Action Item Extraction:** Identifies tasks, deadlines and assigns owners directly from conversation.

➢ **Workflow Integration:** Syncs with calendars, email, and collaboration tools for smooth follow-ups.

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Proposed Solution

→ Value Proposition

➤ **Capture Every Detail Offline:** Automatically record, transcribe, and summarize meetings without internet.

➤ **Eliminate Manual Note-Taking:** Let participants focus on discussions while AI handles documentation.

➤ **Accurate Action Tracking:** Automatically identify tasks, deadlines, and owners to ensure nothing gets missed post-meeting.

➤ **Enhanced Productivity & Accountability:** Streamline meetings, avoid repeated discussions, and keep teams aligned with clear, reliable records.

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Proposed Solution

→ **Use of OPEA™ Platform**

➢ **Integration: Smart Meeting AI** is built on the OPEA™ platform, leveraging its robust microservices to handle data ingestion, processing, and analysis efficiently.

➢ **Advantages:** The platform's modular architecture allows for easy scalability and integration with existing systems, minimizing disruption.

→ **Use of Intel Hardware/Software**

➢ **Intel Hardware:** By utilizing Intel® Xeon® CPUs and Intel® Gaudi® AI Accelerators, Smart Meeting AI ensures high-performance computing capabilities, enabling fast data processing and real-time analytics.

➢ **OpenVINO:** Although optional, OpenVINO can be employed to optimize AI models for deployment, enhancing performance and reducing latency, particularly in edge computing scenarios.

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Novelty and Innovation

→ **AI Technologies**

➢ **MeetWise** leverages advanced AI technologies to revolutionize meeting management. By utilizing Natural Language Processing (NLP) and Machine Learning (ML), it accurately transcribes and summarizes discussions, while voice recognition ensures precise speaker identification even offline. Sentiment analysis provides insights into team dynamics, and predictive analytics optimize scheduling. These innovations streamline workflows, enhance productivity, and ensure effective follow-ups, making MeetWise an indispensable tool for modern workplaces.

→ **Seamless Integration and Scalability**

➢ This ensures a unified experience that enhances workflow efficiency. Additionally, MeetWise is designed for scalability, capable of handling increasing volumes of meetings and users without compromising performance, making it suitable for organizations.

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Implementation Plan

→ **Development Stages**

➢ **Ideation:** Define the objectives of MeetWise to understand the workflow challenges, requirements for a productivity platform.

➢ **Prototyping:** Develop a working prototype using OPEA™ and Intel hardware, focusing on core functionalities such as data integration and real-time analytics.

➢ **Testing:** Conduct comprehensive testing to ensure system reliability, accuracy of insights, and user-friendliness.

➢ **Deployment:** Implement backend logic in Python, optimize AI model performance using the OpenVINO toolkit and deploy MeetWise on the OPEA™ platform with Intel® infrastructure for scalable and secure use.

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Expected Outcomes

→ Benefits

➢ **Enhanced Workflow Efficiency**: MeetWise ensures a smooth and unified experience, reducing the need to switch between different applications.

➢ **Improved Collaboration**: Seamless integration facilitates better communication and collaboration among team members, making it easier to share information and stay aligned.

➢ **Time Savings**: Automation of tasks like scheduling, transcribing, and summarizing meetings saves valuable time, allowing employees to focus on more critical activities.

➢ **Adaptability**: MeetWise's scalable design allows it to handle increasing volumes of meetings and users, making it suitable organizations without compromising performance.

➢ **Future-Proofing**: Scalability ensures that MeetWise can grow with your organization, accommodating new features and integrations as your needs evolve.

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Conclusion

→ **Summary**

MeetWise enhances organization efficiency by automating Voice recognition, meeting management, leading to improved productivity and collaboration.

→ **Future Growth**

Its scalable design ensures it can grow with the organization, adapting to future needs and technological advancements, making it a sustainable and forward-thinking solution.

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Meet the team

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Thank You.