

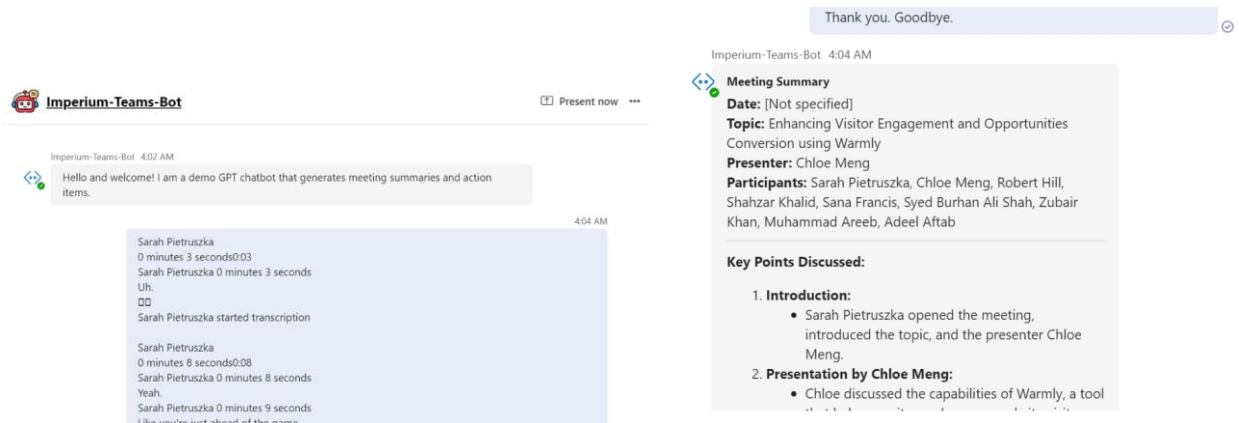
# MS Bot Framework – Teams Meeting Summary Bot

*Imperium Dynamics*

## Key Features:

### Approach 1

- **Technology Stack:** Implemented a solution using **C#** and **GPT-4o** within the **Microsoft Bot Framework**, incorporating a custom system prompt to enhance task-specific response generation.
- **Local Testing:** Conducted rigorous testing on the **Bot Framework Emulator**, ensuring functionality and performance before deployment.
- **Deployment:** Deployed the bot to a **Microsoft Bot Services resource**, enabling integration with **Microsoft Teams**.
- **Functionality on Teams:** Operates as a **standalone bot** within Teams, where meeting transcripts are manually uploaded. The bot processes the transcript and generates a **concise meeting summary** along with a list of **action items** for participants.



### Approach 2

- **Enhanced Deployment:** Extended the functionality of the initial approach by deploying the bot as a **Teams application**. It is now designed to be added to individual meeting chats for seamless integration.
- **Automated Transcript Processing:** Once added to a meeting chat, the bot is tagged, triggering it to fetch the **latest meeting transcript** for the group. The transcript is then processed using the **GPT model** to generate outputs.
- **Comprehensive Outputs:**
  - **Generated Outputs:** The bot provides a **meeting summary** and a list of **action items** directly in the chat.

- **Email Notifications:** Automatically sends the summary and action items via email to all meeting participants for easy access.
- **Cloud Storage Integration:** Uploads the generated summaries and action items to **SharePoint** and **OneDrive**, ensuring organized storage and accessibility for respective participants.

Haiqa Sheraz 10/31/2024 2:58 PM



meeting-bot-app

meeting-bot-app 10/31/2024 2:58 PM



Summary:

During the meeting, team members provided updates on their current projects and outlined their upcoming tasks with deadlines. Haiqa Sheraz has been working on unit tests for back end services and plans to enhance test coverage for microservices by September 29th. Manahil Fatima Anwar has completed the user authentication module and will optimize database queries by September 30th. Emaan Siddiqui finished the front end design for the dashboard and will work on data visualization tools, aiming for completion by September 19th. Sondos Suhail mentioned upcoming tasks but did not specify details or deadlines.

Action Items:

1. Haiqa Sheraz: Enhance test coverage for microservices. Deadline: September 29th.
2. Manahil Fatima Anwar: Optimize database queries to boost performance. Deadline: September 30th.
3. Emaan Siddiqui: Create data visualization tools for the dashboard. Deadline: September 19th.
4. Sondos Suhail: Review and finalize tasks by the first week of the month. Deadline not specified.

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'testing-ai-botMeetingSummary&ActionItems\_2024-09-23T114425.7470127Z.txt' successfully uploaded to OneDrive!

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