**Problem:**  
In today’s fast-paced work environments, meetings are essential for collaboration but often suffer from poor documentation. Manual note-taking is inconsistent, incomplete, or delayed, resulting in lost information, missed deadlines, and reduced team productivity. Remote teams face additional challenges capturing discussions accurately without dedicated scribes.  
  
**Solution:**  
Our AI-Powered Meeting Summarizer & Action Item Tracker automates the generation of concise meeting summaries and extraction of actionable tasks directly from meeting transcripts. Users input raw meeting text (e.g., from recorded transcripts), and the system leverages IBM Granite’s powerful language understanding capabilities to produce clear bullet-point summaries highlighting key decisions, discussion topics, outcomes, and sentiment cues.  
  
The solution then identifies specific action items with assigned responsible parties and deadlines when mentioned. These tasks are presented as an easy-to-read numbered list. Additionally, users can export action items as calendar event files (.ics) for seamless integration into their personal or corporate calendars.  
  
Target users include corporate teams, project managers, remote workers, and anyone who regularly participates in meetings but struggles with effective documentation and follow-up management.  
  
This solution is creative because it combines advanced prompt engineering with IBM Granite’s instruction-following models to deliver both natural language summarization and structured task extraction in one streamlined workflow — all without relying on external speech-to-text services or complex manual processes.  
  
By automating these traditionally manual steps with AI-powered precision and efficiency, our tool helps teams save time, reduce errors, improve accountability, and increase overall meeting effectiveness.