

Quick Recap

Your meetings, summarized in seconds.

By : Team 2
Bros of Balayya

Agenda



PROBLEM
STATEMENT



PROJECT
DESCRIPTION



PERSONA



MVP



TECHNOLOGIES
& ALGORITHM



PROJECT
SCHEDULE



TEAMWORK
AGREEMENT



SPRINT
RETROSPECTIVE

Roles & Responsibilities



Naveen Nayak
Team Lead/ Backend Engineer



Navya Nayak
ML Engineer/ Scrum Master



Madhu Kiran
Frontend Engineer

Roles & Responsibilities



Saranya Chandu
ML Engineer



Aakruthi Reddy
Frontend Engineer

Roles & Responsibilities



Brunai
Developer

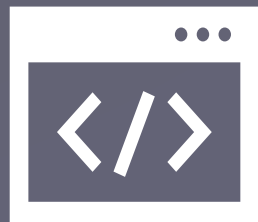


Vishwas Mamidi
Developer/ QA

Problem Statement

Meetings are essential, but reviewing recordings and notes is time-consuming and often inefficient. Quick Recap solves this problem by providing personalized, AI-powered summaries of meetings, saving users time and maximizing the value of meeting content.

Project Description



WEB APPLICATION
FOR ENHANCED
MEETING
PRODUCTIVITY.



PROVIDES
PERSONALIZED
SUMMARIES OF
MEETING
RECORDINGS.



EMPLOYS NATURAL
LANGUAGE
PROCESSING (NLP)
FOR SUMMARY
GENERATION.



HIGHLIGHTS THE
MOST RELEVANT
INFORMATION
BASED ON USER
PROFILES.



ENABLES USERS TO
QUICKLY GRASP KEY
TAKEAWAYS WITHOUT
REVIEWING LENGTHY
RECORDINGS.

Persona – Project Manager



Name: Isabelle
Age: 48
Gender: Female
Occupation: Project Manager

Isabelle is a high-level executive at a fast-growing tech company. She's intelligent, driven, and constantly juggling multiple projects and responsibilities.

Challenges:

- Attends numerous meetings daily, often back-to-back.
- Struggles to recall key decisions, action items, and strategic discussions from past meetings.
- Lacks time to review lengthy meeting recordings or detailed notes.

Goals:

- Quickly identify action items and delegate tasks effectively.
- Make informed decisions based on accurate and concise meeting information.
- Reclaim valuable time spent reviewing meeting content.

Persona – Journalist



Name: Lena
Age: 28
Gender: Female
Occupation: Journalist

Lena is an investigative journalist who conducts numerous interviews for her stories. She needs to accurately transcribe and analyze these interviews to extract key information and build her narratives.

Challenges:

- Spends countless hours transcribing interviews, which takes away from her research and writing time.
- Requires accurate transcriptions to ensure the integrity of her reporting.
- Finds it difficult to organize and manage a large number of interview recordings.

Goals:

- Quickly and accurately transcribe interviews.
- Improve her research and writing workflow..
- Efficiently extract key quotes and information.

Persona – Student



Name: Carlos
Age: 22
Gender: Male
Occupation: Engineering Student

Carlos is a highly motivated university student pursuing a demanding degree in engineering. He's dedicated to his studies but often finds himself overwhelmed by the volume of information presented in lectures and seminars.

Challenges:

- Struggles to keep up with the fast pace of lectures and take comprehensive notes.
- Finds it difficult to identify the most important concepts and takeaways from lectures.
- Needs a more efficient way to organize and review lecture material.

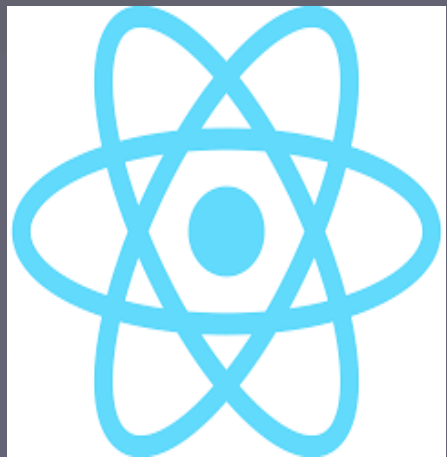
Goals:

- Easily find specific information discussed in lectures.
- Create concise and organized notes from lectures without having to rewatch everything.
- Improve his overall learning efficiency and academic performance.

MVP Product

- Upload audio/video files
- Automatic transcription via speech-to-text
- Basic user profiles (role, interests)
- Personalized summaries based on user profiles
- Core summarization algorithm
- User-friendly web interface.

Technologies



REACT



JavaScript



Python



Firebase



Jira



GitHub

Workflow



Upload



Speech to
text



Personalization

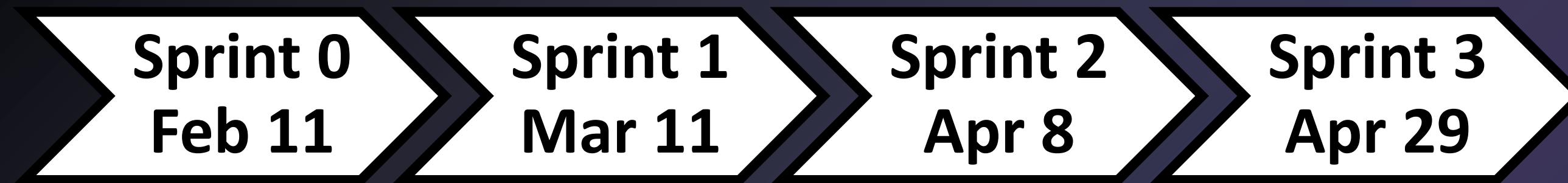


Summarization



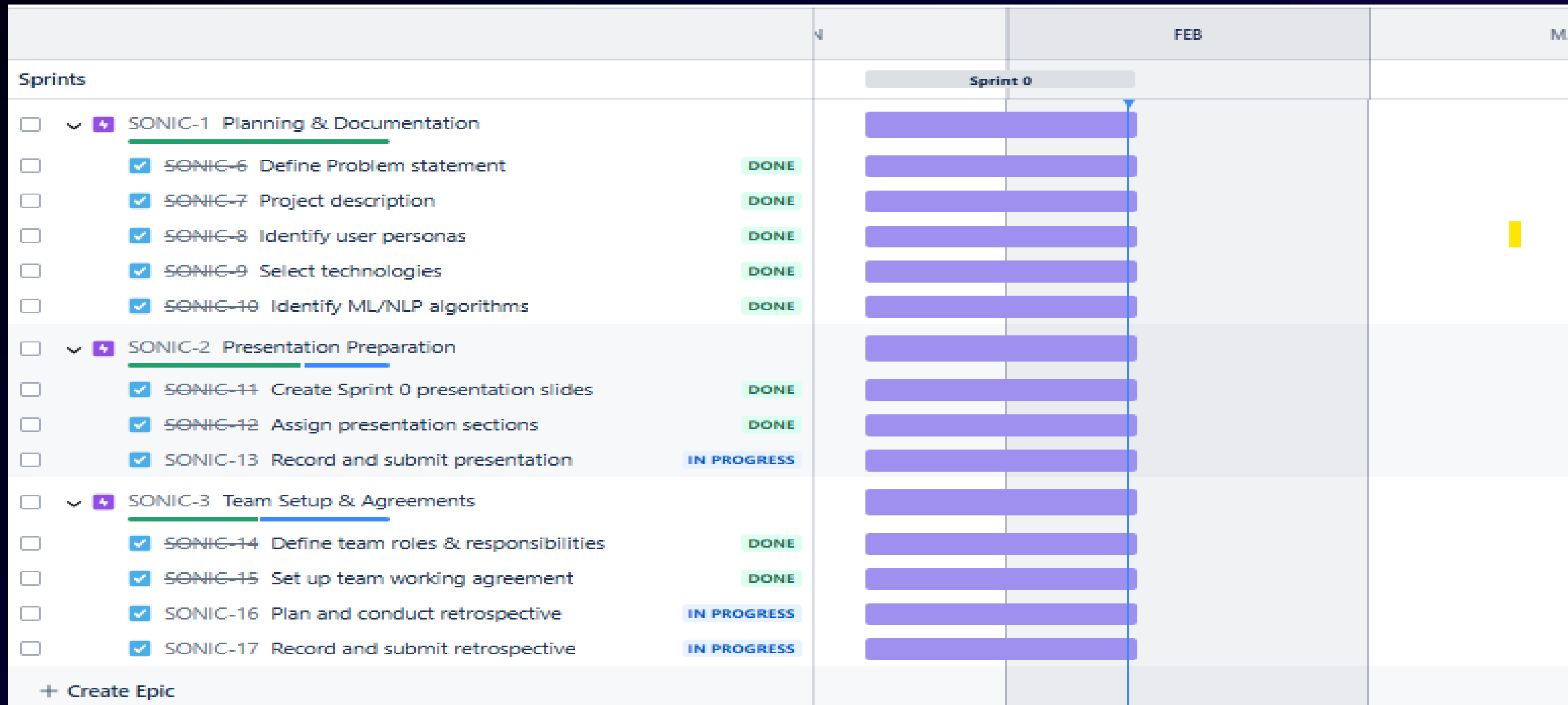
Display

Project Schedule



- Sprint planning call scheduled at the beginning of every sprint cycle.
- Team meetings scheduled 3 times a week.
- Sprint retrospective call scheduled at the end of every sprint cycle.

Jira Workflow



Team Working Agreement

Team Agreement

- We will communicate frequently to track progress, plan for further steps, to solve challenges if required (everyday) but will meet at least thrice a week.
- We will make sure the communication will be respectful.
- Update to other teammates in advance if you are unavailable to attend the meetings (Meeting time will be decided mutually).
- Every person needs to be active, dedicated and need to respond promptly regarding project updates.
- Tasks need to be completed within the time and help to teammates when possible.
- If tasks can't be completed, notify in advance so we can work together to find a solution.
- All decisions will be discussed with the team before being finalized.
- If any issue occurs, based on the majority votes and after discussing with everyone the decision will be taken.
- We encourage everyone to share their ideas and thoughts to build a good project.
- Feedback is encouraged and should be taken positively to improve team performance.
- Members are encouraged to help early instead of waiting until the last minute (if required).
- Disagreements should be resolved within the team in respectful manner.
- Tasks will be tracked by using Jira.
- Weekly Progress updates will be shared within the team to ensure we stay on track.

Sprint Retrospective

Welcome Navya nayak

My Boardz

Export

Logout

Quick Recap

What went well +

What can be improved +

Action items +

Everyone came up with ideas before finalizing the project idea + 5	Everyone was willing to help each other + 3	Get familiar with the tech stack that will be used in the project + 3	Attend all the team meetings + 2	Everyone should be familiar with the tech stack and the tools used before sprint 1 planning + 3	Everyone should attend the team calls + 4
Online team meetings were useful + 2	Roles were clearly defined + 5	Review other team members work + 2	Communicate actively and take responsibility to do the work + 4	Everyone should give their inputs during the call + 2	Create a meeting agenda before every call and stick to it + 0
		There needs to be a agenda for the calls + 1	Balance the workload + 4	Be proactive and contribute to the project + 4	

Wiki page Link

To see our progress visit the wiki page below:

<https://github.com/htmhw/2025S-Bros-of-Balayya/wiki>

Thank You