Quick Recap

Your meetings, summarized in seconds.

By : Team 2
Bros of Balayya

Agenda

1. Problem Statement
2. Project Description
3. Persona
4. MVP
5. Technologies & Algorithm
6. Project Schedule
7. Teamwork Agreement
8. Diagrams
9. Sprint 2 Recap
10. Product Backlog
11. Sprint Summaries
12. Burndown Charts
13. Sprint Retrospective
14. Project Demo

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

Improvements made from Feedback

- Explained User Story in Detail, Burndown Chart : A detailed walkthrough of each user story, its acceptance criteria, and its progress in the burndown chart.
- All sprint deliverables are submitted to the correct links and wiki page is updated.

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.

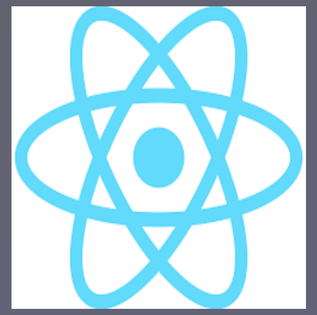
Goals:

- 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 0
Feb 11

Sprint 1
Mar 11

Sprint 2
Apr 8

Sprint 3
May 05

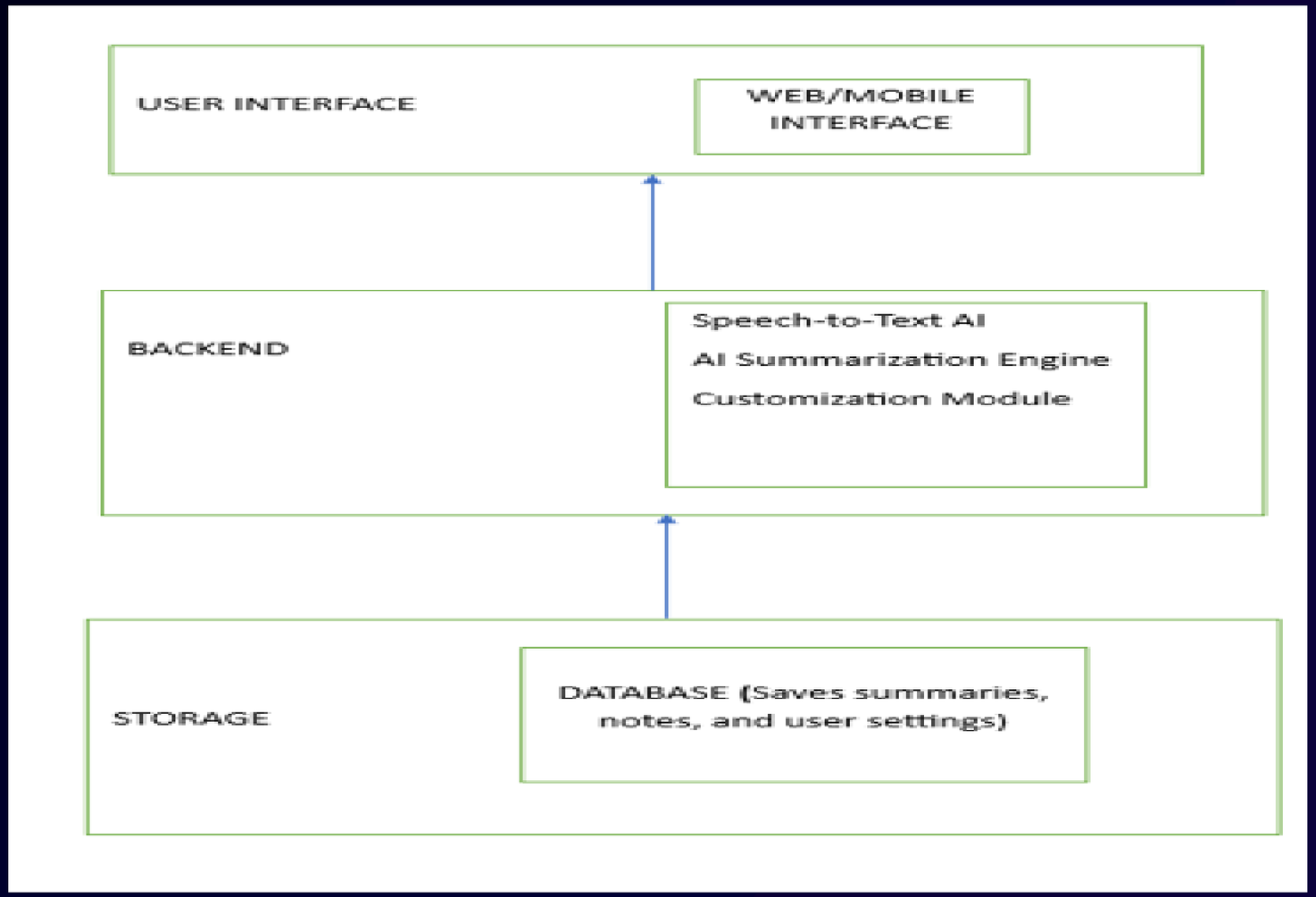
Sprint 0	Sprint 1	Sprint 2	Sprint 3
Daliy Scrum call	Daliy Scrum call	Daliy Scrum call	Daliy Scrum call
Sprint Retrospective	Sprint Planning	Sprint Planning	Sprint Planning
	Sprint Retrospective	Sprint Retrospective	Sprint Retrospective
	Product development (Frontend, ML model, Backend)	Product development (Integration of components)	Final Product development

Team Working Agreement

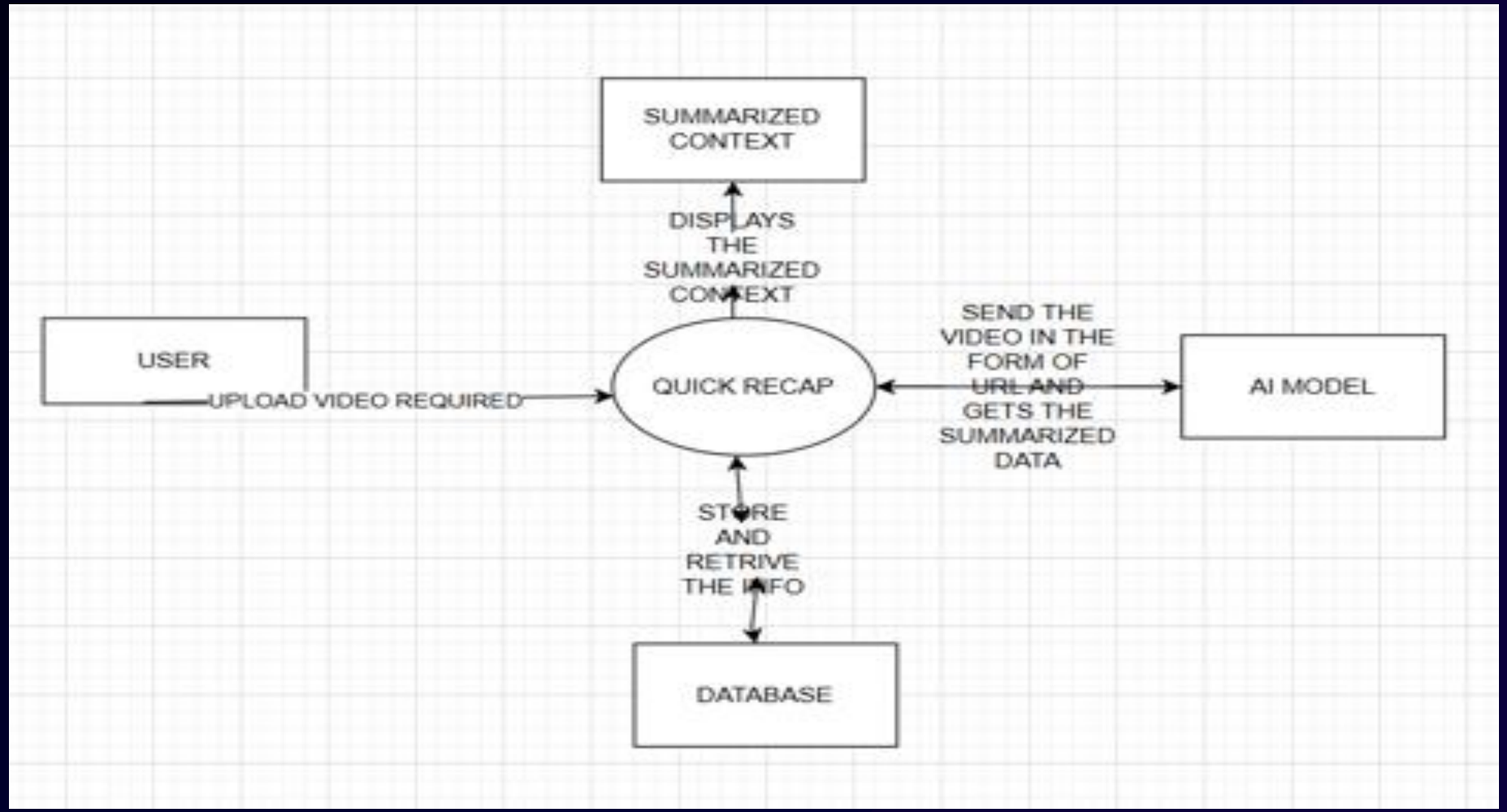
Team Agreement

- 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.

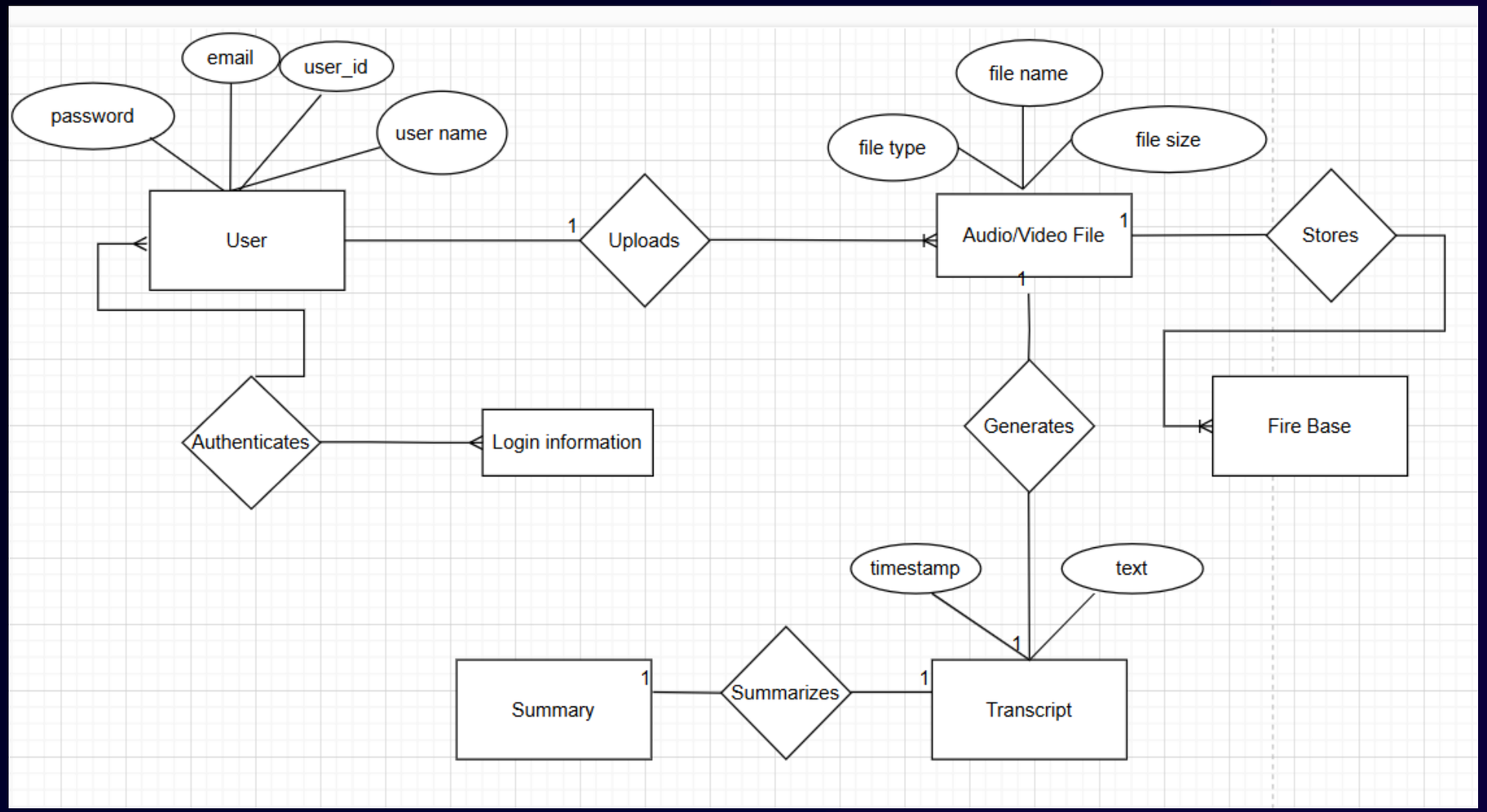
Architecture Diagram



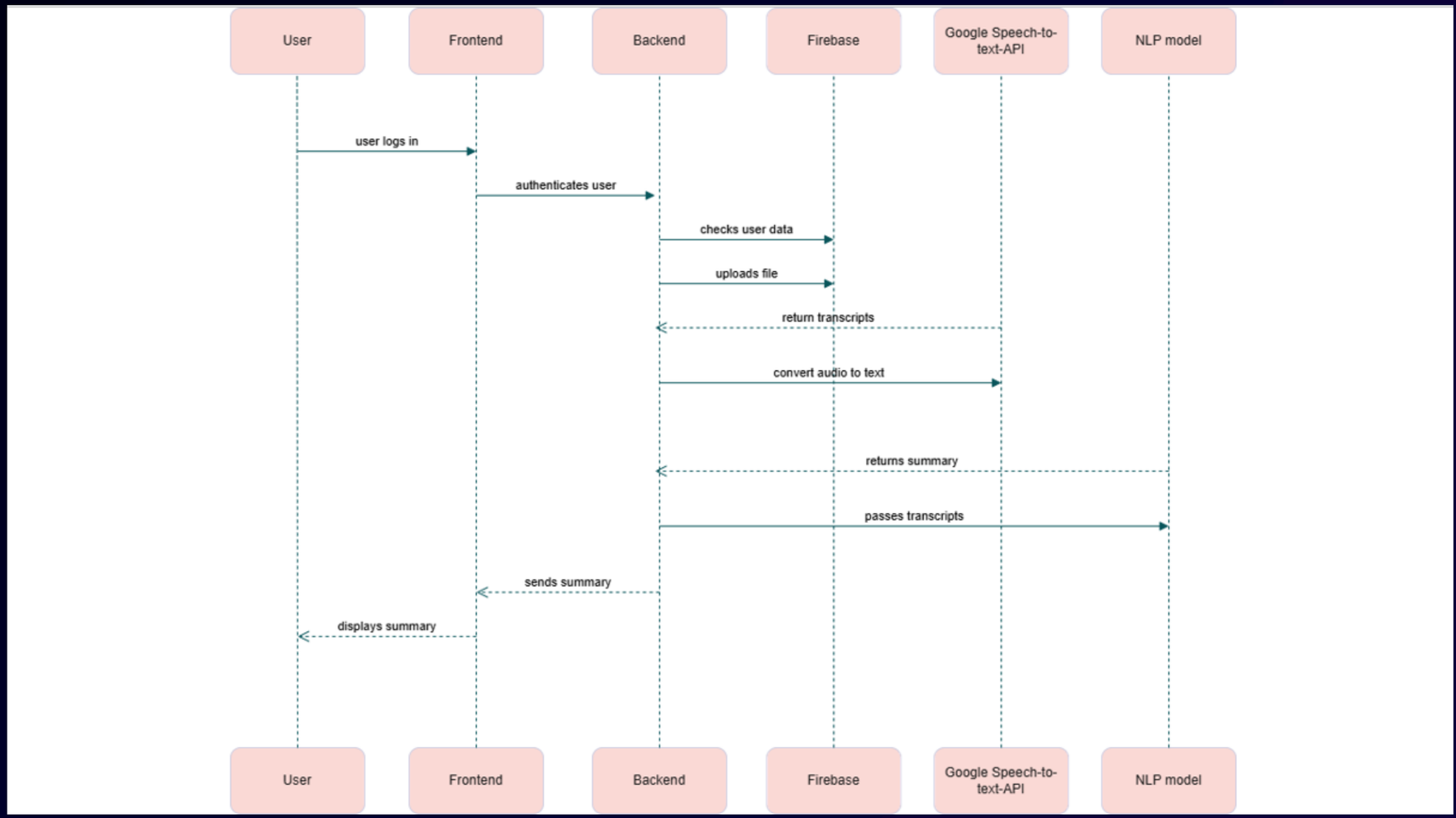
Context Diagram



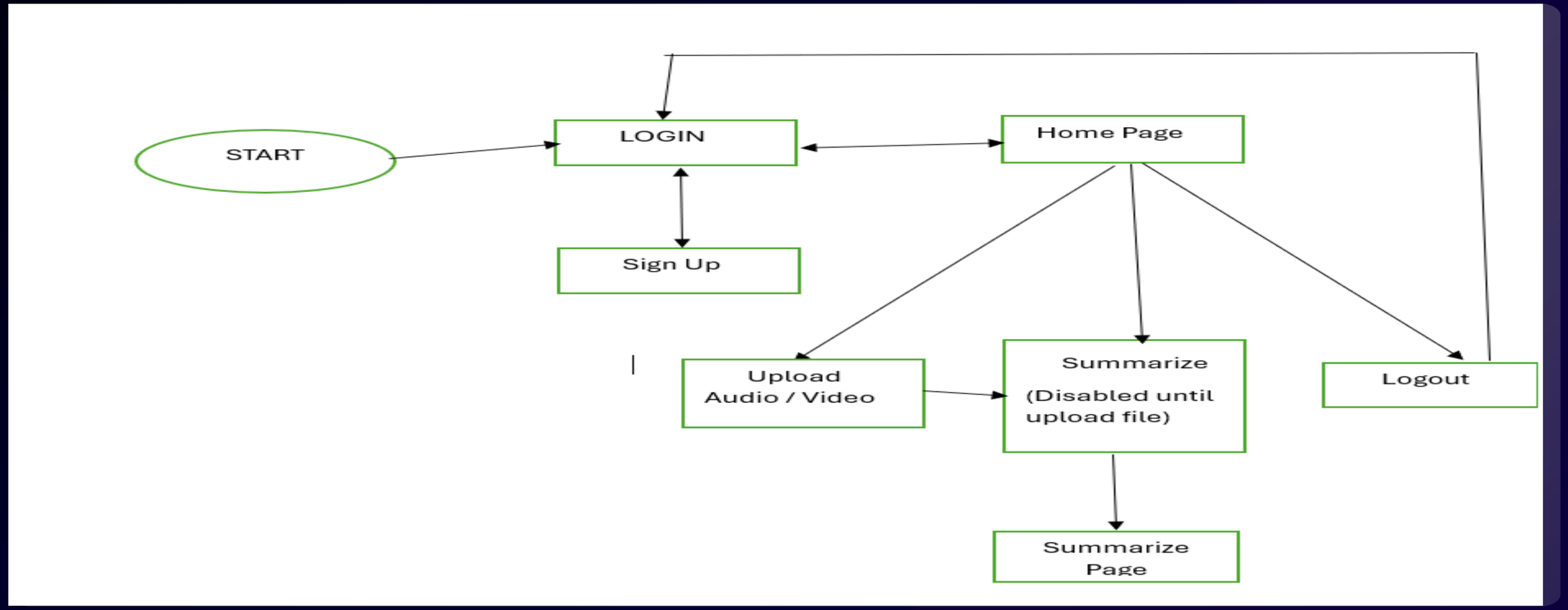
ER Diagram


email
user_id
password
user name
User
1
Uploads
file name
file type
file size
Audio/Video File
1
Stores
1
Authenticates
Login information
Generates
Fire Base
timestamp
text
1
Summary
1
Summarizes
1
Transcript

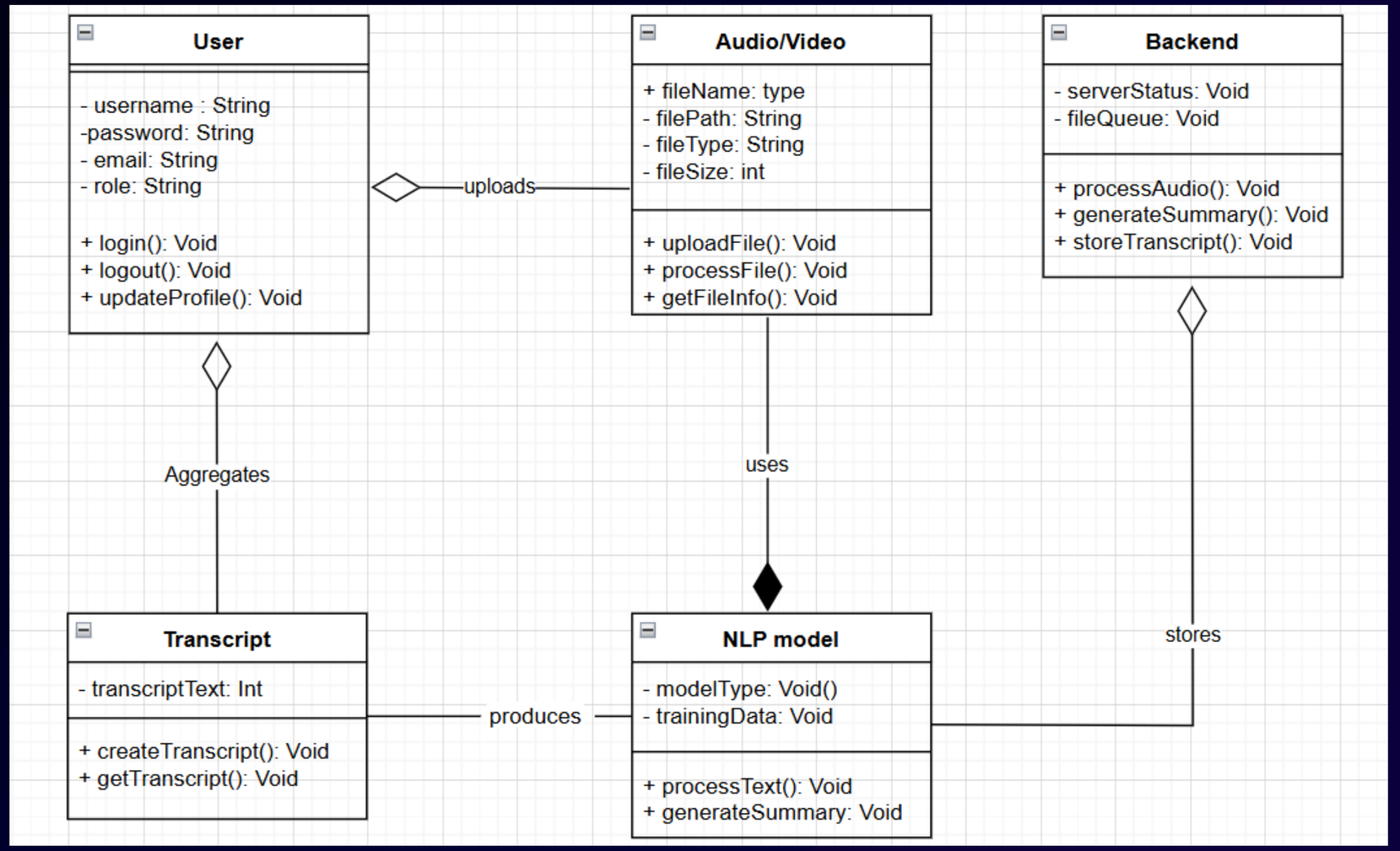
Sequence Diagram



State Diagram



Class Diagram



Sprint 2 Recap

- Audio Transcription : Developed and tested automatic transcription of uploaded audio files into text.
- Video preview feature was implemented in this sprint.
- Implemented summary generation for audio and video transcription.
- Improved User Interface.

Product Backlog

US_ID	User Story	Description	Acceptance Criteria	Feature	Story Points
US_09	Personalized Summary	As a student, I want to get a summary based on my role so that the content is relevant and useful to me.	User can select role from predefined options. Summary output is tailored to the selected role, with detail, and focus adjusted accordingly.	Personalization	8
US_10	Notifications for Summary Completion	As a journalist, I want to receive a notification when my summary is ready, so that I don't have to keep checking manually.	A notification is displayed in the UI when the summary generation process is complete	Notifications	5
US_12	Support for Larger Files	As a journalist, I want to upload larger files without issues, so that I can summarize long-form content without interruptions.	Upload progress is visible to the user with clear feedback (e.g., progress bar). No crashes or timeouts during upload.	File Upload	3

Product Backlog

US_ID	User Story	Description	Acceptance Criteria	Feature	Story Points
US_13	Share Summary	As a project manager, I want to share my summary via email or a link so that I can easily share it with others.	The system includes a share button and a copy link function, allowing the user to easily share the summary via email.	Sharing	5
US_14	Export Summary	As a student, I want to download my summary as a PDF file so that I can save or print it for future reference.	The system should offer a download button that allows the user to download the summary in PDF format with accurate formatting and functionality.	Exporting	5

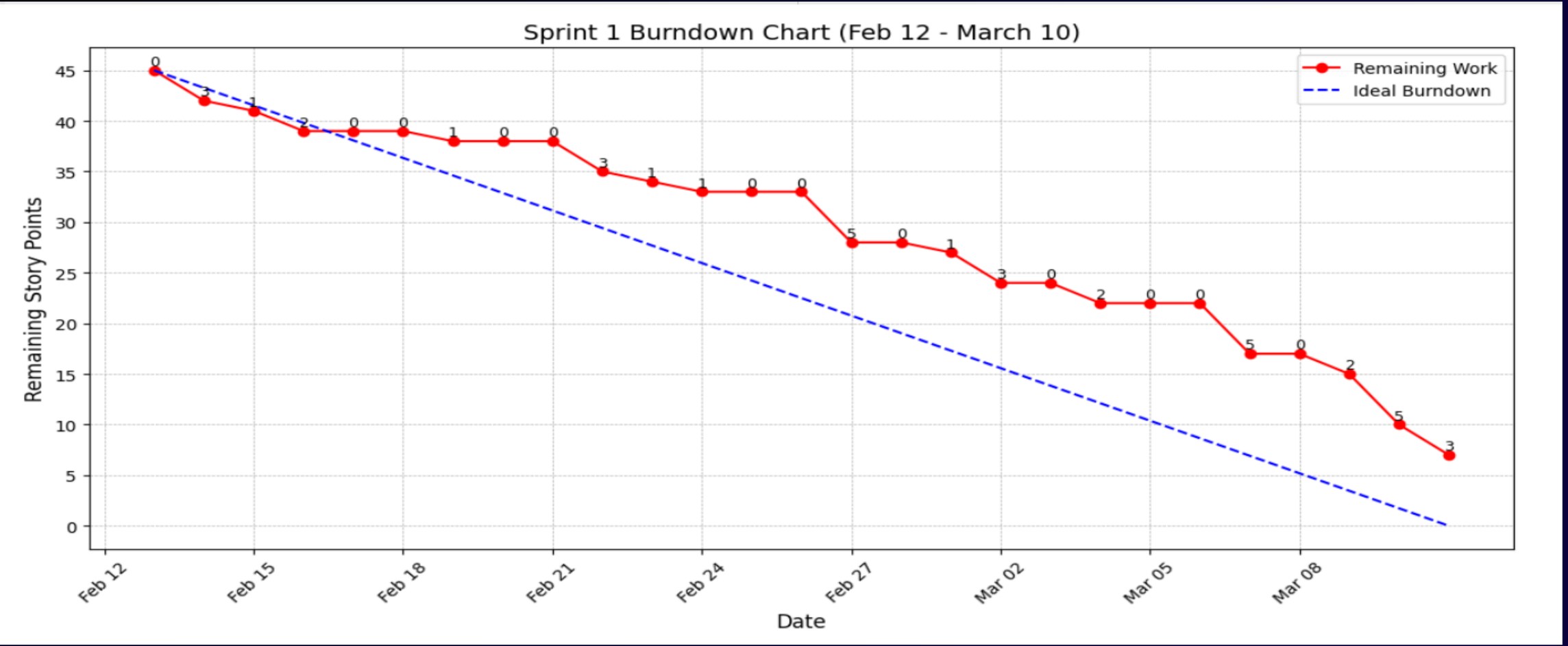
Sprint 1 Summary

Sprint 1 User Stories

US_ID	User Story	Description	Acceptance Criteria	Feature	Story Points
US_01	Upload File	As a student, I want to upload an audio/video file so that I can generate a summary based on its content.	The system allows users to select a file for upload. The UI displays real-time upload status to indicate progress and completion.	File Upload	5
US_02	Transcribe Audio	As a student, I want the system to automatically transcribe the audio I upload into text, so I can easily access and review	The system allows students to upload audio files, automatically transcribes it into text and displays the transcription	Transcription	18
US_03	Handle User Authentication	As a Manager, I want to be able to register, log in, and log out of my account so that I can securely access and manage my content.	The system allows users to register using a username and password. Invalid credentials trigger error messages.	Authentication	5
US_04	File Upload Progress	As a content creator, I want to see the progress of my file upload so that I know the current status and can confirm when it's complete.	The system displays a progress bar indicating real-time upload status. If the upload fails, an error message is shown to the user.	File Upload	3

Sprint 1 Summary

Sprint 1 Burndown Chart



Sprint 2 Summary

Sprint 2 User Stories

US_ID	User Story	Description	Acceptance Criteria	Feature	Story Points
US_05	Improve UI Design	As a student, I want a clean and user-friendly interface, so that I can easily navigate and interact with the application without confusion.	The user interface is responsive, intuitive, and easy to navigate, ensuring a smooth and accessible user experience.	UI/UX	5
US_06	Handle Different Formats	As a journalist, I want the application to support different file types (MP3, MP4, WAV), so that I can upload various audio and video formats for transcription and summarization.	The application supports MP3, MP4, and WAV formats. Displays an error for unsupported formats.	File Upload	3
US_07	Handle User Profile	As a student, I want to be able to view and update my profile information, so that I can keep my details up to date and manage my account effectively.	Users can view and edit username, email, and password. Profile changes are saved	Profile Management	5

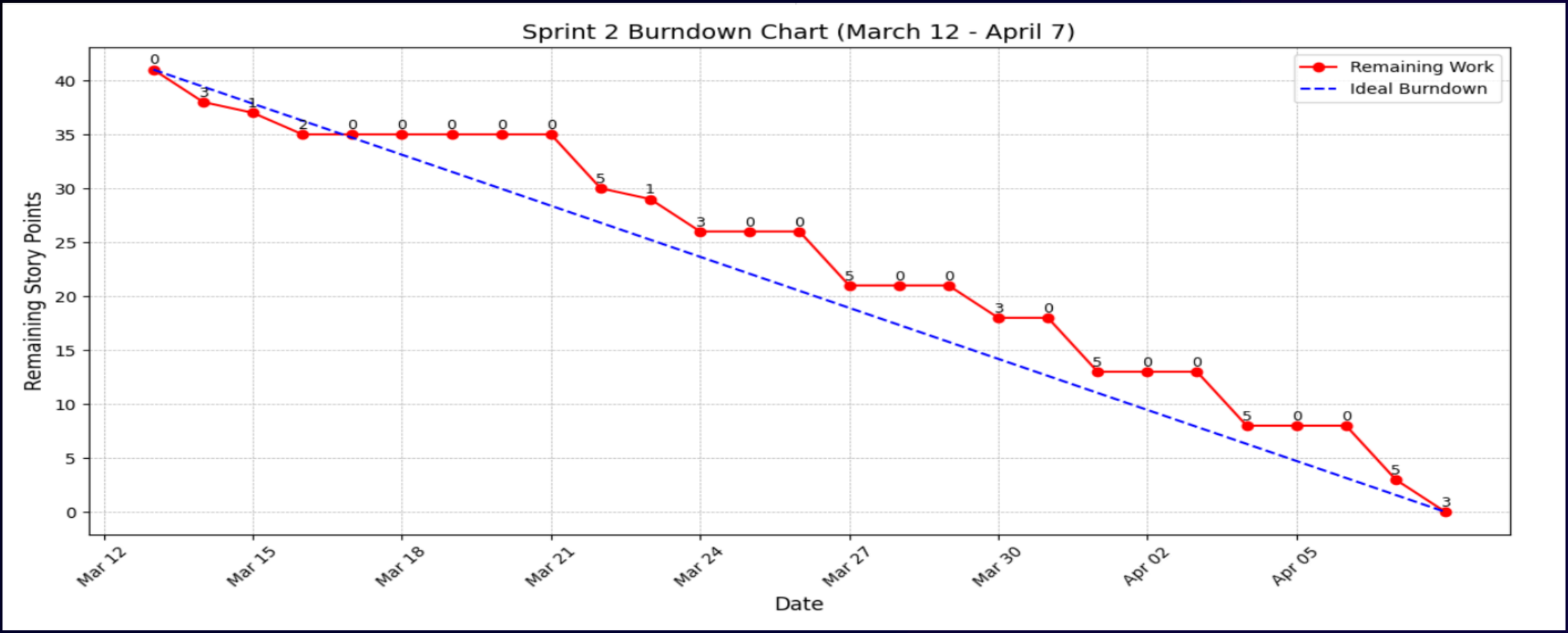
Sprint 2 Summary

Sprint 2 User Stories

US_ID	User Story	Description	Acceptance Criteria	Feature	Story Points
US_08	Generate Summary (Basic)	As a project manger, I want to receive a basic summary of my transcription, so that I can quickly understand the key points of the transcribed content.	Summary highlights the most important points. Summary is concise and easy to read.	Summarization	5
US_11	View Video Previews	As a content creator, I want to view a preview of my uploaded video before generating a summary, so that I can verify the content before proceeding with the summary generation.	Provides a thumbnail or play button for video preview. Users can click on it to view the video directly in the app.	Media Management	5

Sprint 2 Summary

Sprint 2 Burndown Chart



Sprint 3 User Stories

US_ID	User Story	Description	Acceptance Criteria	Feature	Story Points
US_09	Personalized Summary	As a student, I want to get a summary based on my role so that the content is relevant and useful to me.	User can select role from predefined options. Summary output is tailored to the selected role, with detail, and focus adjusted accordingly.	Personalization	8
US_10	Notifications for Summary Completion	As a journalist, I want to receive a notification when my summary is ready, so that I don't have to keep checking manually.	A notification is displayed in the UI when the summary generation process is complete	Notifications	5
US_12	Support for Larger Files	As a journalist, I want to upload larger files without issues, so that I can summarize long-form content without interruptions.	Upload progress is visible to the user with clear feedback (e.g., progress bar). No crashes or timeouts during upload.	File Upload	3

Sprint 3 User Stories

US_ID	User Story	Description	Acceptance Criteria	Feature	Story Points
US_13	Share Summary	As a project manager, I want to share my summary via email or a link so that I can easily share it with others.	The system includes a share button and a copy link function, allowing the user to easily share the summary via email.	Sharing	5
US_14	Export Summary	As a student, I want to download my summary as a PDF file so that I can save or print it for future reference.	The system should offer a download button that allows the user to download the summary in PDF format with accurate formatting and functionality.	Exporting	5

Test Cases

User Story 9 : Personalized Summary

Test Case ID	Title	Step Description	Expected Result	Actual Result	Execution Status	Execution Date
TC_09_01	Verify Role Selection Dropdown	1. Launch the app. 2. Navigate to summary section. 3. Click the role selection dropdown.	User should be able to see a list of predefined roles (e.g., Student, content creater, Manager).	User sees a list of predefined roles (e.g., Student, content creater, Manager).	Passed	14-Apr
TC_09_02	Validate Role Selection Functionality	1. Select each role from dropdown (e.g., Student, Instructor).	The selected role should be highlighted, and saved/used for summary generation.	The selected role is highlighted, and saved/used for summary generation.	Passed	14-Apr
TC_09_03	Verify Summary Personalization - Student	1. Select "Student" role. 2. Click “Generate Summary”.	Summary should be focused on content relevant to students (e.g., course progress, assignments).	Summary is focused on content relevant to students (e.g., course progress, assignments).	Passed	14-Apr

Test Cases

User Story 9 : Personalized Summary

Test Case ID	Title	Step Description	Expected Result	Actual Result	Execution Status	Execution Date
TC_09_04	Verify Summary Personalization - Instructor	1. Select "Instructor" role. 2. Click “Generate Summary”.	Summary should be focused on content relevant to instructors (e.g., student performance, grading tasks).	Summary is focused on content relevant to instructors (e.g., student performance, grading tasks).	Passed	14-Apr
TC_09_05	Verify Summary Updates on Role Change	1. Select a role and generate summary. 2. Change the role. 3. Generate summary again.	Summary should change dynamically according to the new selected role.	Summary changes dynamically according to the new selected role.	Passed	14-Apr

Test Cases

User Story 10 : Notifications for Summary Completion

Test Case ID	Title	Step Description	Expected Result	Actual Result	Execution Status	Execution Date
TC_10_01	Verify Notification Appears After Completion	1. Start generating a summary. 2. Wait for process to complete.	A notification should be shown in the UI informing the user that the summary is ready.	A notification is shown in the UI informing the user that the summary is ready.	Passed	16-Apr
TC_10_02	Verify Notification Content	1. Generate a summary. 2. Observe the notification text when it's shown.	Notification should include clear and concise message (e.g., “Your summary is now ready”).	Notification includes clear and concise message (e.g., “Your summary is now ready”).	Passed	16-Apr
TC_10_03	Verify Notification Dismissal Behavior	1. Wait for summary notification. 2. Click or tap the notification to dismiss it.	Notification should disappear from the UI upon user interaction (click, tap, or timeout).	Notification disappears from the UI upon user interaction (click, tap, or timeout).	Passed	16-Apr

Test Cases

User Story 12 : Support for Larger Files

Test Case ID	Title	Step Description	Expected Result	Actual Result	Execution Status	Execution Date
TC_12_01	Verify Upload of Large File	1. Select a large file (e.g., 500MB+). 2. Start the upload.	File should upload successfully without crash or timeout.	File uploads successfully without crash or timeout.	Passed	18-Apr
TC_12_02	Check Upload Progress Visibility	1. Upload a large file. 2. Observe the UI during upload.	A visible progress bar should indicate (e.g., progress bar or percentage) upload status.	A visible progress indicator (e.g., progress bar or percentage) reflects upload status.	Passed	18-Apr
TC_12_03	Verify UI Responsiveness During Upload	1. Start uploading a large file. 2. Interact with other UI elements (e.g., navigate tabs or menus).	UI should remain responsive and functional during the upload process.	UI remains responsive and functional during the upload process.	Passed	18-Apr

Test Cases

User Story 13 : Share Summary

Test Case ID	Title	Step Description	Expected Result	Actual Result	Execution Status	Execution Date
TC_13_01	Verify Share Button Functionality	1. Navigate to a generated summary. 2. Click the “Share” button.	Share options (e.g.,Email) should be displayed.	Share options (e.g.,Email) is displayed.	Passed	20-Apr
TC_13_03	Verify Email Sharing Functionality	1. Click “Share via Email”. 2. Enter recipient email and send.	Email should be sent with a link or attached summary.	Email should be sent with a link or attached summary.	Passed	20-Apr

Test Cases

User Story 14 : Export Summary

Test Case ID	Title	Step Description	Expected Result	Actual Result	Execution Status	Execution Date
TC_14_01	Verify Download Button Visibility	1. Navigate to a completed summary. 2. Look for the “Download as PDF” button.	The “Download as PDF” button should be visible and clickable.	The “Download as PDF” button is visible and clickable.	Passed	24-Apr
TC_14_02	Verify PDF Export Functionality	1. Click the “Download as PDF” button. 2. Open the downloaded file.	PDF should be downloaded successfully and should contain the full summary content.	PDF is downloaded successfully and contains the full summary content.	Passed	24-Apr
TC_14_03	Verify PDF Formatting and Layout	1. Open the downloaded PDF. 2. Review formatting (e.g., headings, paragraphs, spacing).	PDF content should be well-formatted, readable, and matche on-screen layout.	PDF content is well-formatted, readable, and matches on-screen layout.	Passed	24-Apr

Sprint 3 Stories Completed / Not Completed

User Stories Completed

US_ID	User Story	Description	Acceptance Criteria	Feature	Story Points
US_09	Personalized Summary	As a student, I want to get a summary based on my role so that the content is relevant and useful to me.	User can select role from predefined options. Summary output is tailored to the selected role, with detail, and focus adjusted accordingly.	Personalization	8
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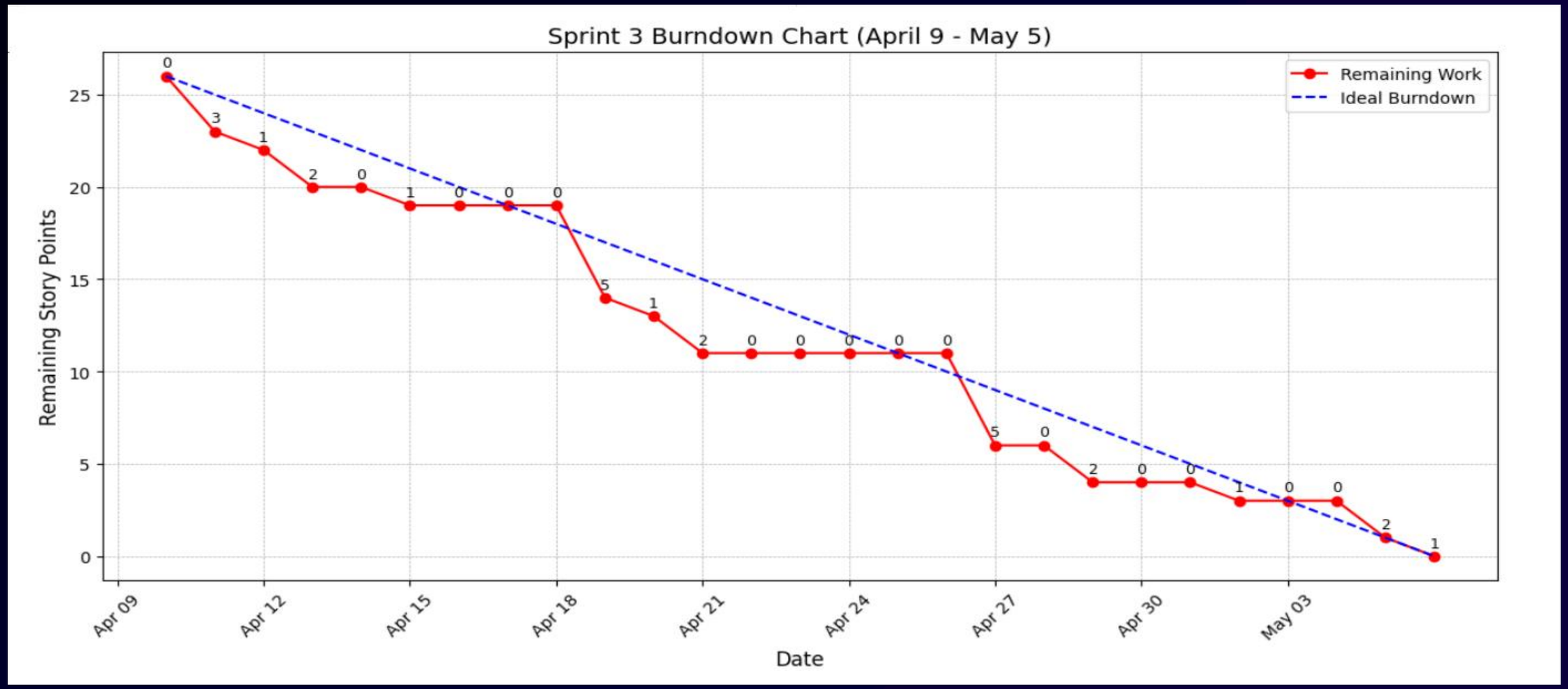
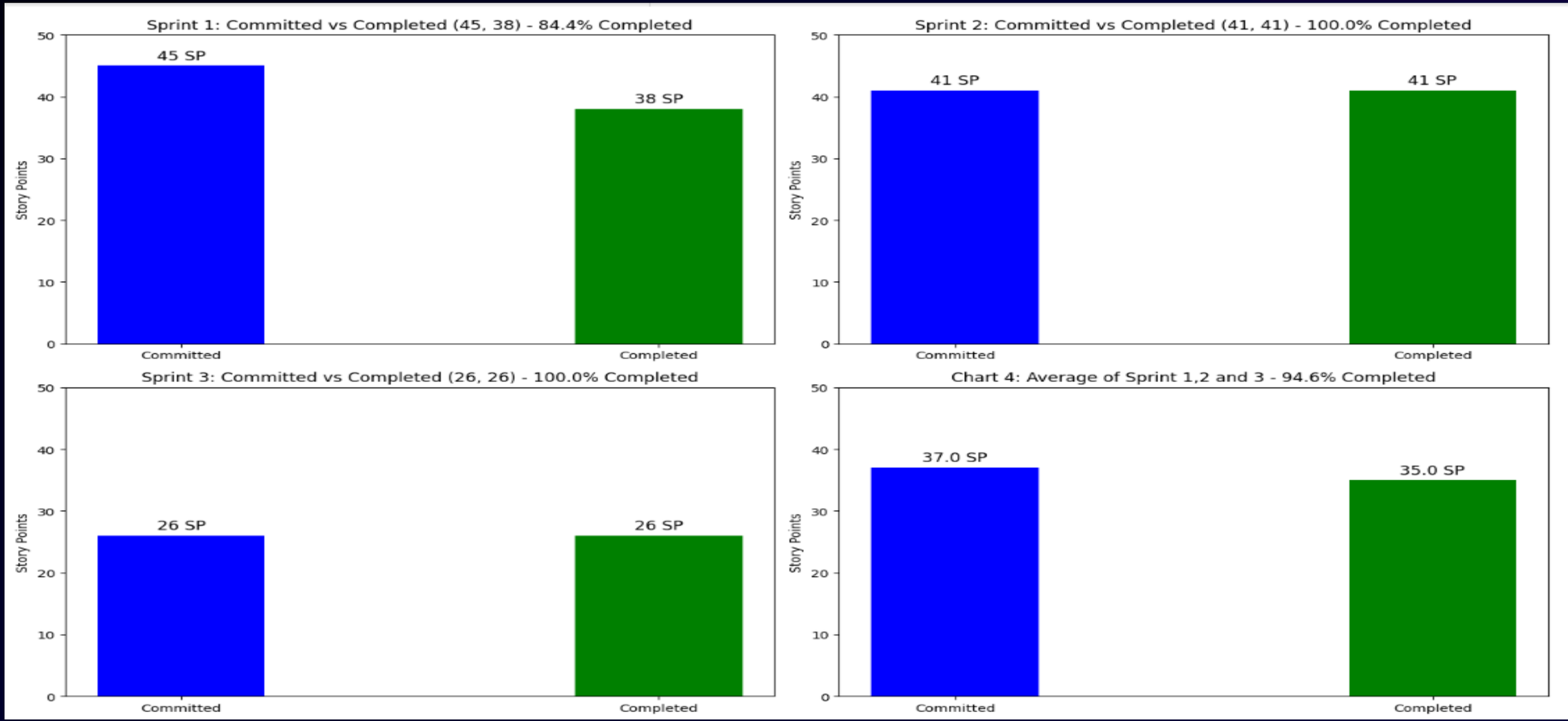
Metrics – Burndown Chart



Metrics – Team velocity and Completed / Committed Ratio



Sprint 3 – Retrospective

What went well?

- Good communication among team members
- Successfully implemented the key features
- Feedback / action items from previous sprint was worked on

Sprint 3 – Retrospective

What can be improved?

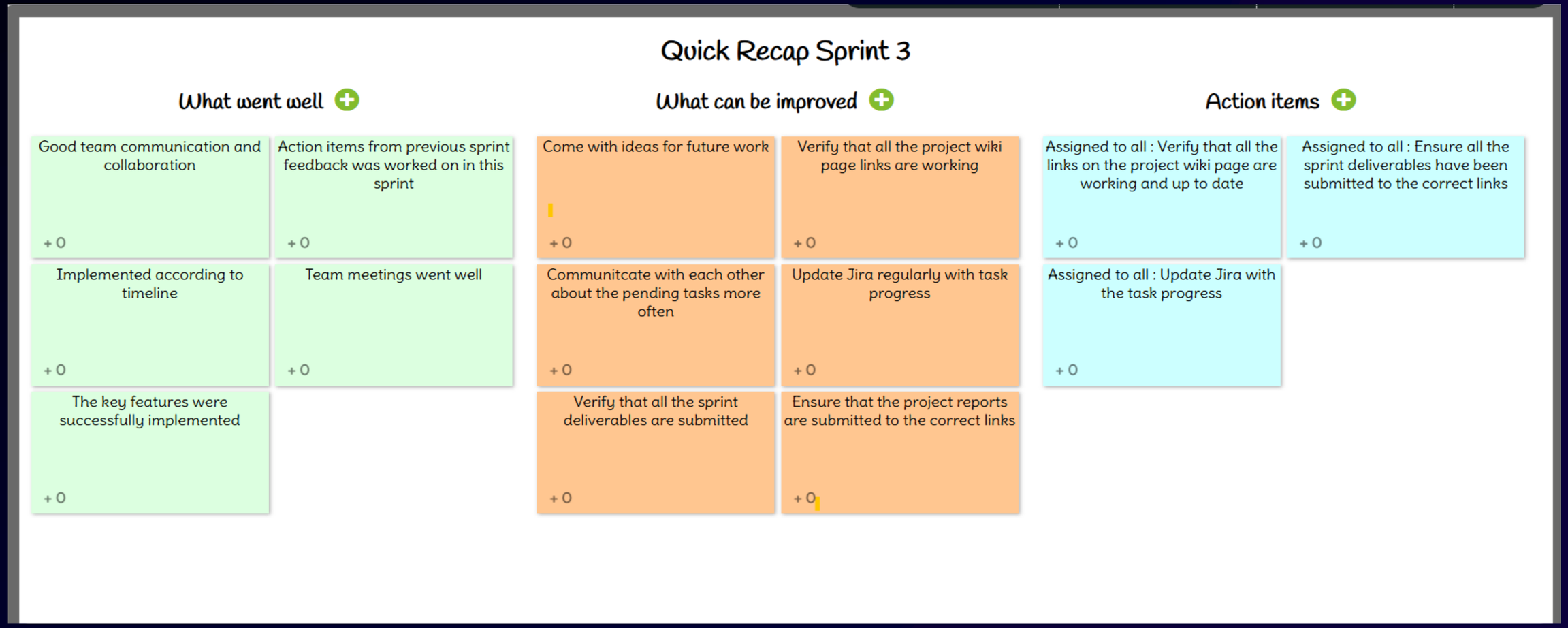
- Jira needs to be updated more frequently
- Communicate regularly and take others help more often. Address issues immediately as they arise
- Ensure that all the sprint deliverables are accessible and updated.

Sprint 3 – Retrospective

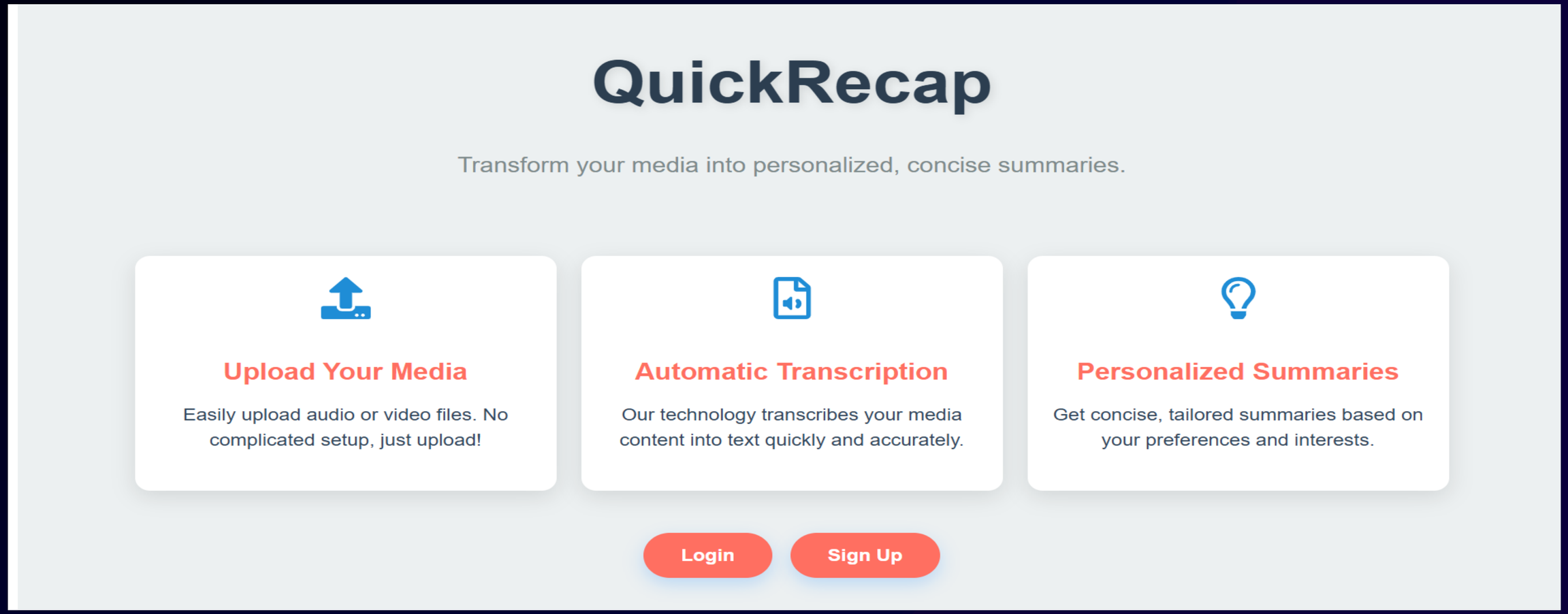
Action items

- Assigned to everyone : Update jira as and when there is any progress for the tasks.
- Assigned to everyone : Ensure all sprint deliverables are submitted to the correct links and wiki page is updated.

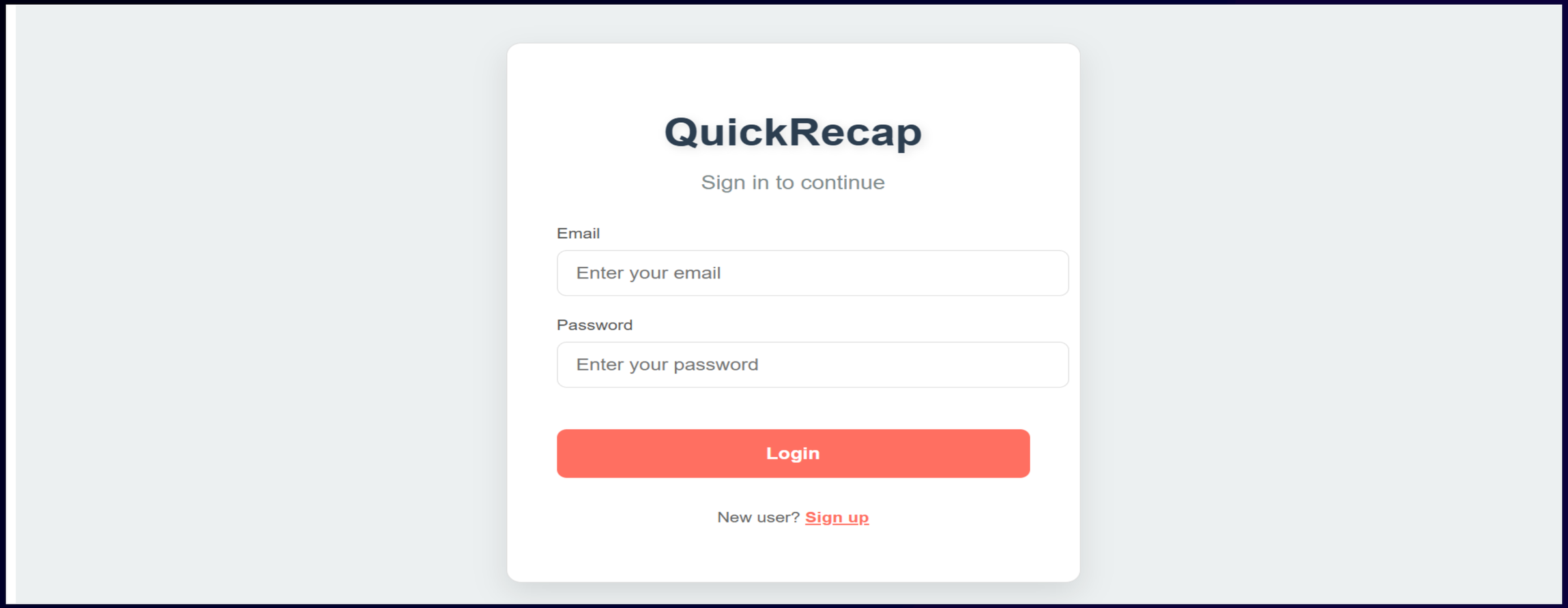
Sprint 3 – Retrospective



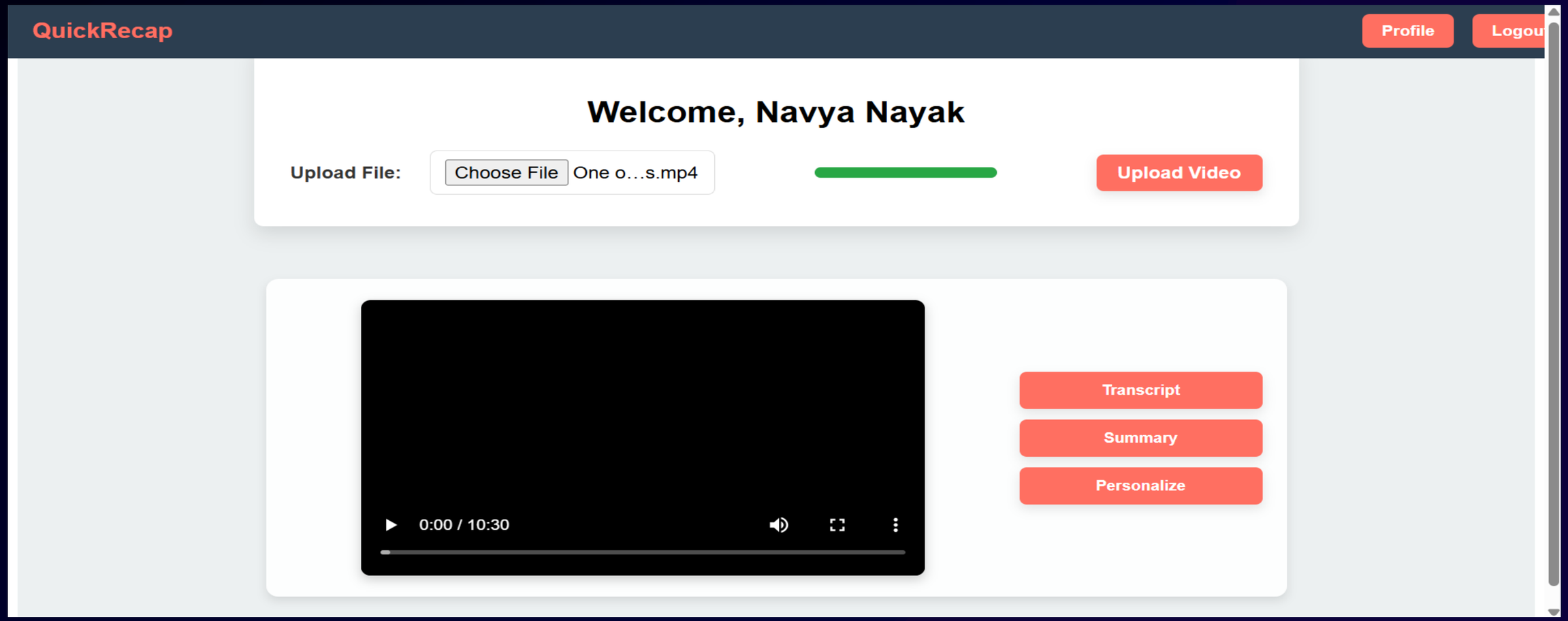
Sprint 3 – Project Demo



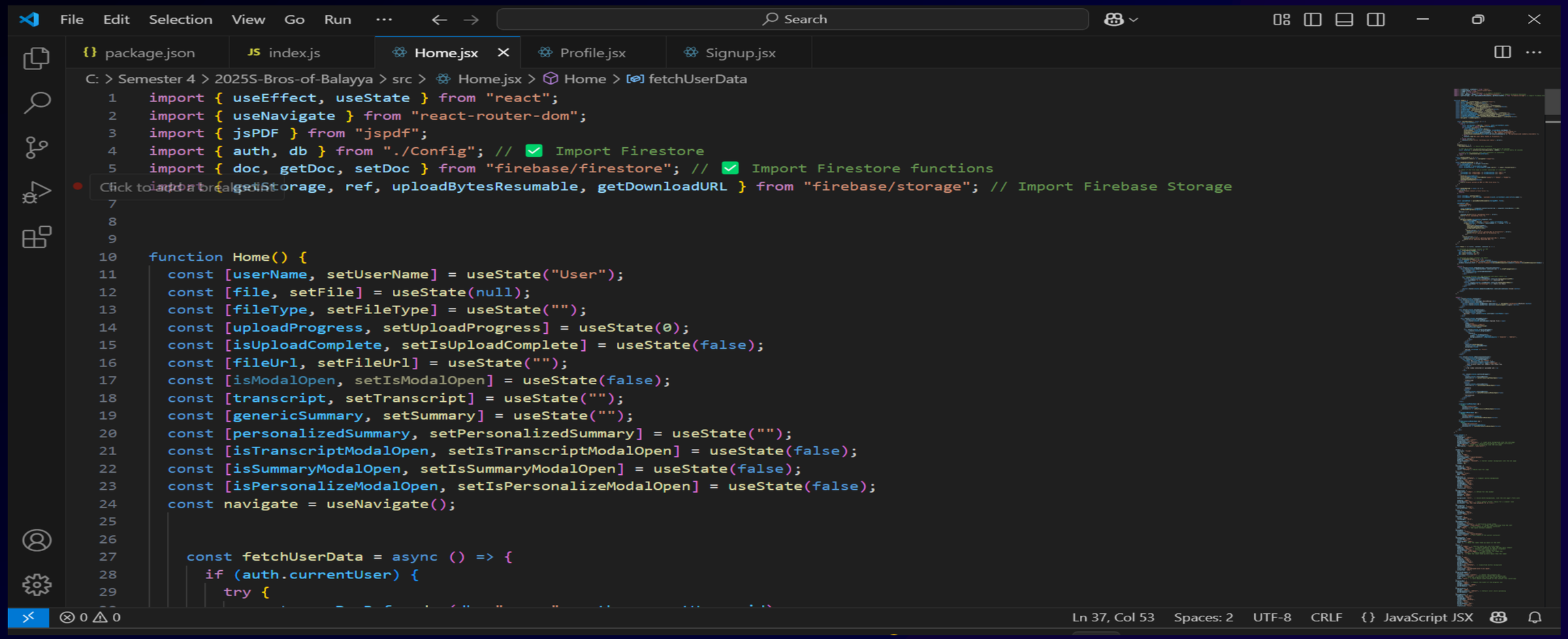
Sprint 3 – Project Demo



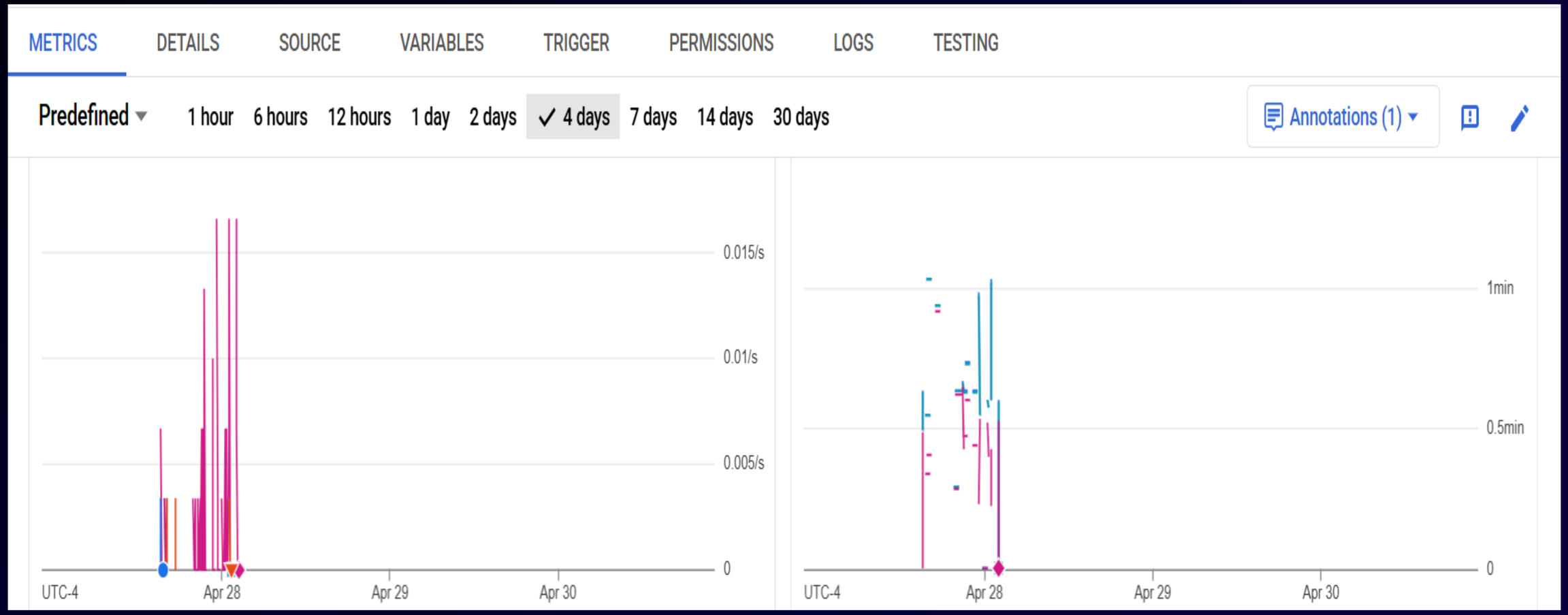
Sprint 3 – Project Demo



Sprint 3 – Project Demo



Sprint 3 – Project Demo



Wiki page Link

To see our progress visit the wiki page below:

https://github.com/htmw/2025S-Bros-of-Balayya/wiki

Live project demo

Project Demo YouTube link :

https://www.youtube.com/watch?v=8LH5HwnJs1I

Thank You