

Quick Recap

Your meetings, summarized in seconds.

By : Team 2
Bros of Balayya

Agenda

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6. Project Schedule	13. Project Demo
7. Teamwork Agreement	

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

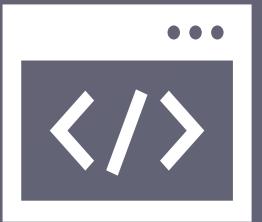
Improvements made from Feedback

- We had a detailed retrospective of what went well, what can be improved and action items assigned to the team members
- Detailed project schedule

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.

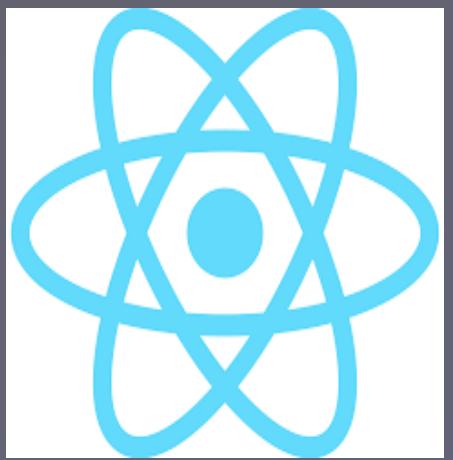
Goals:

- 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
Apr 29

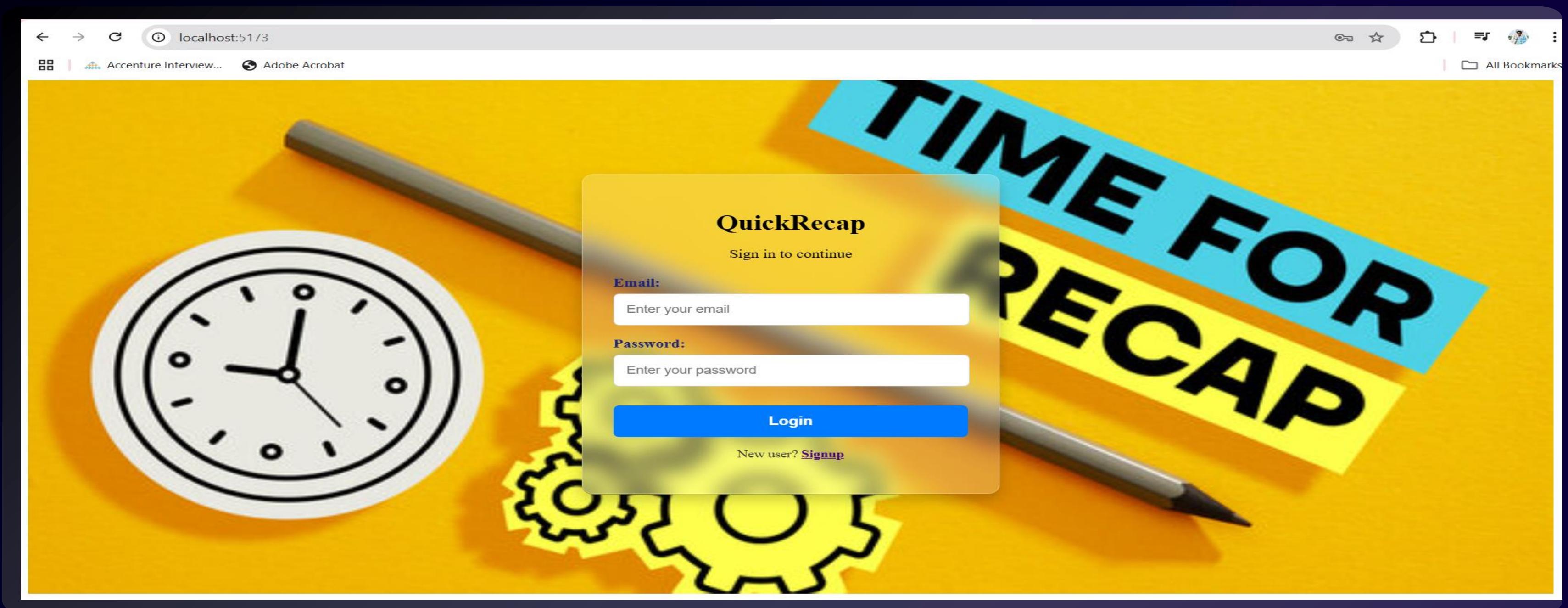
Sprint 0	Sprint 1	Sprint 2	Sprint 3
Daily Scrum call	Daily Scrum call	Daily Scrum call	Daily Scrum call
Sprint Retrospective	Sprint Planning	Sprint Planning	Sprint Planning
	Sprint Retrospective	Sprint Retrospective	Sprint Retrospective
	Product development (Frontend, ML model, Backend)	Product development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

Team Working Agreement

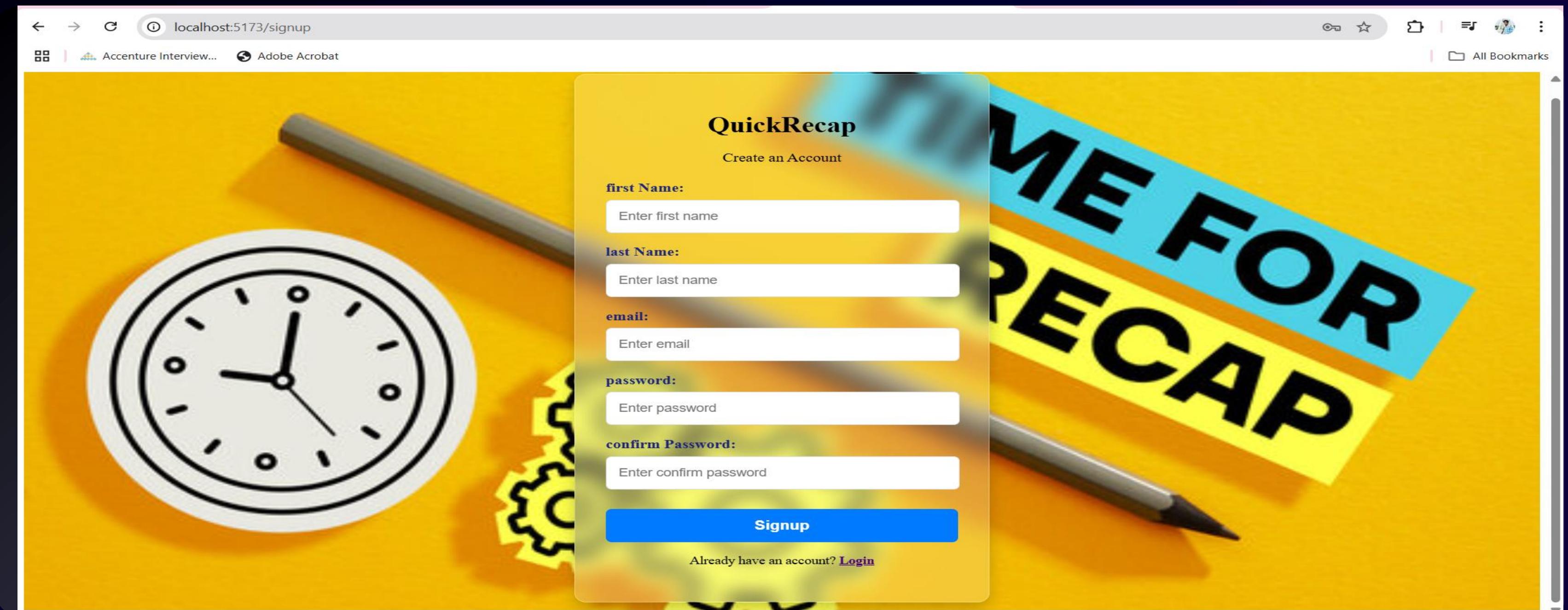
Team Agreement

- 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.

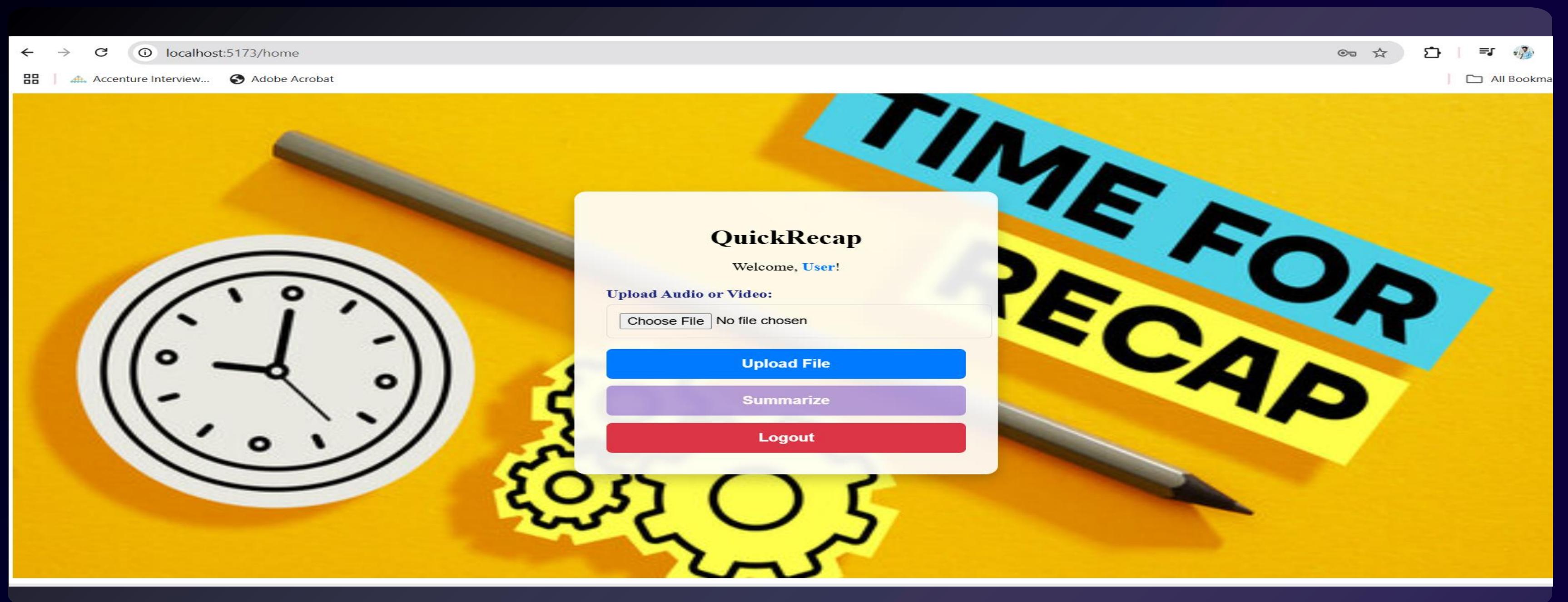
Figma Design



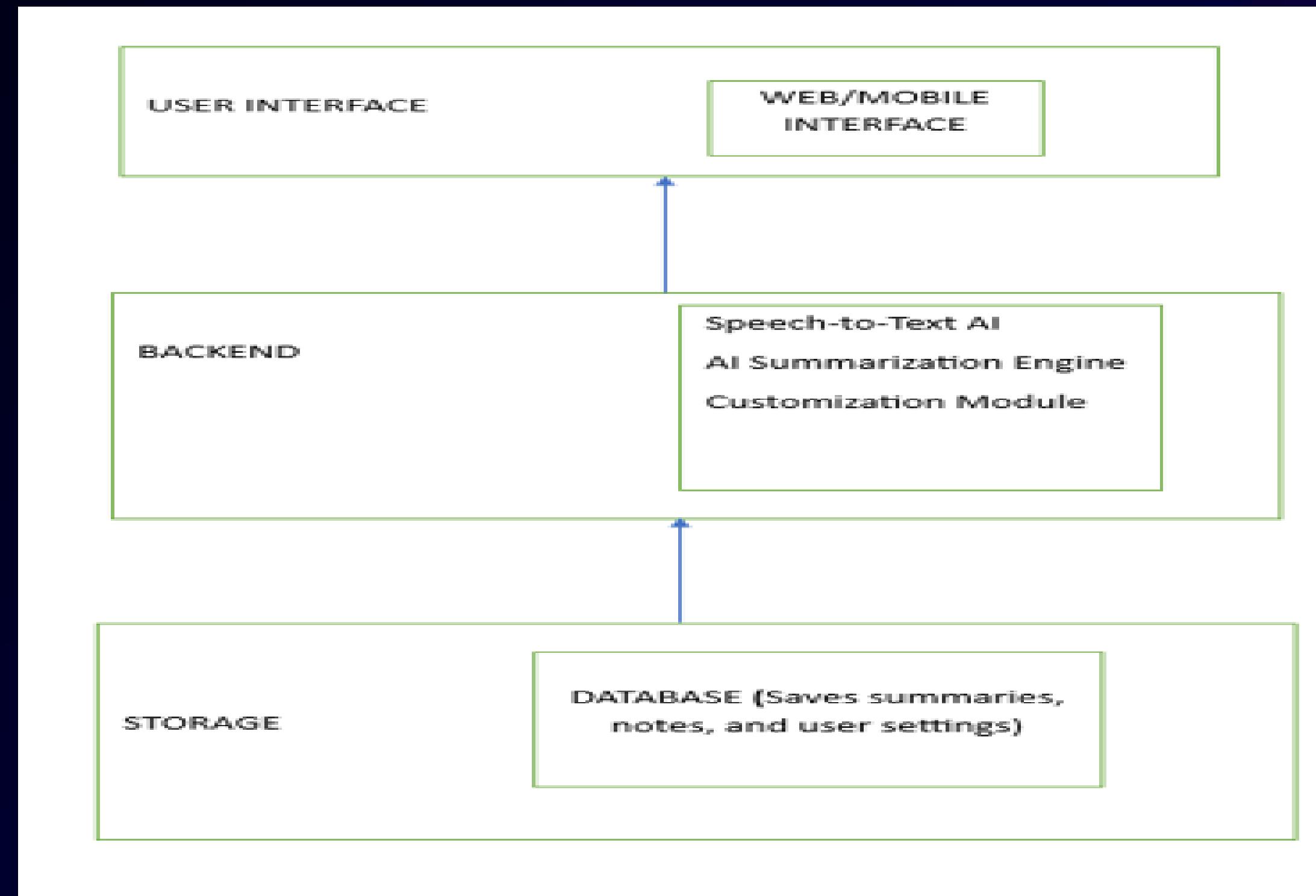
Figma Design



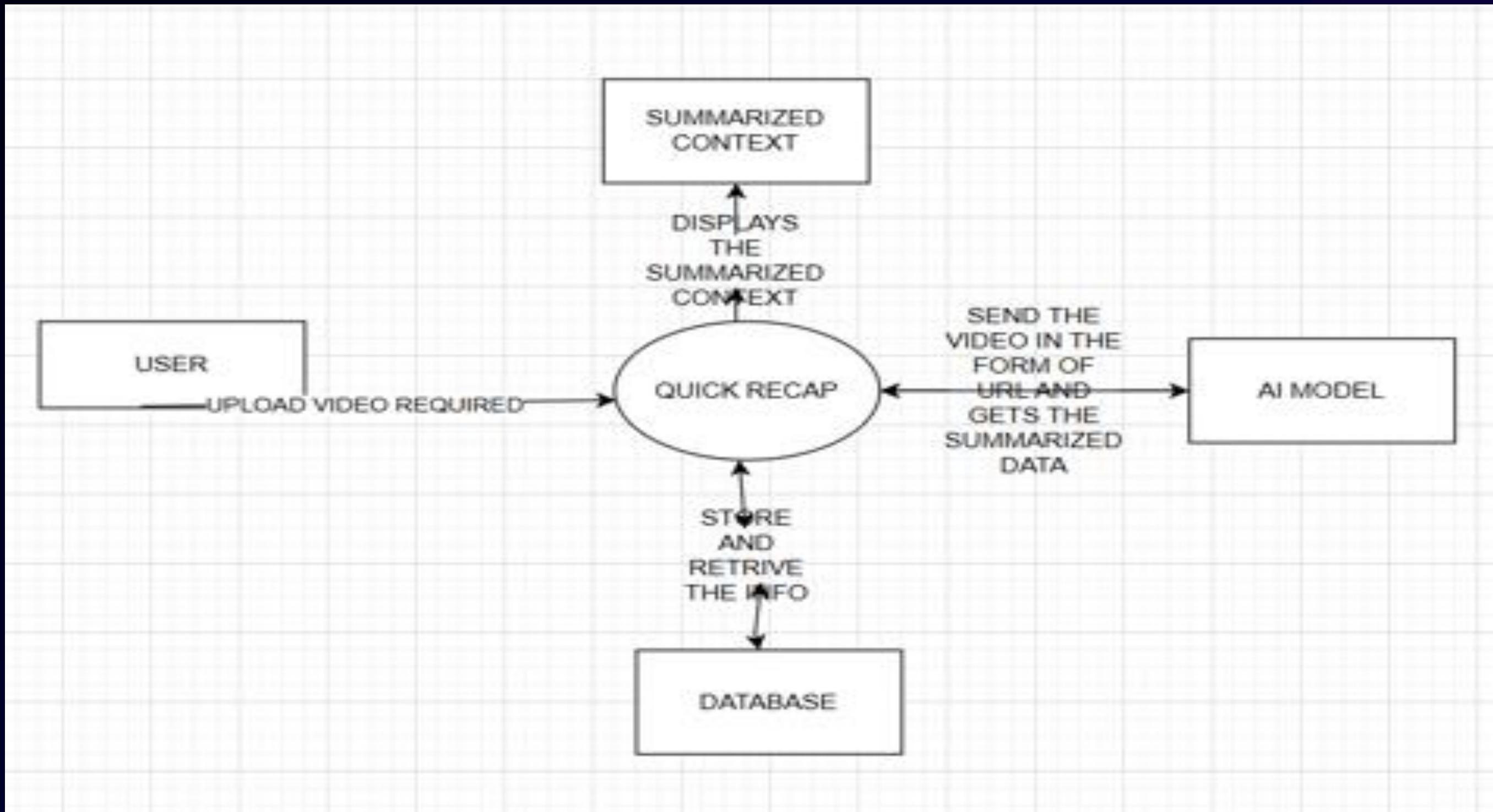
Figma Design



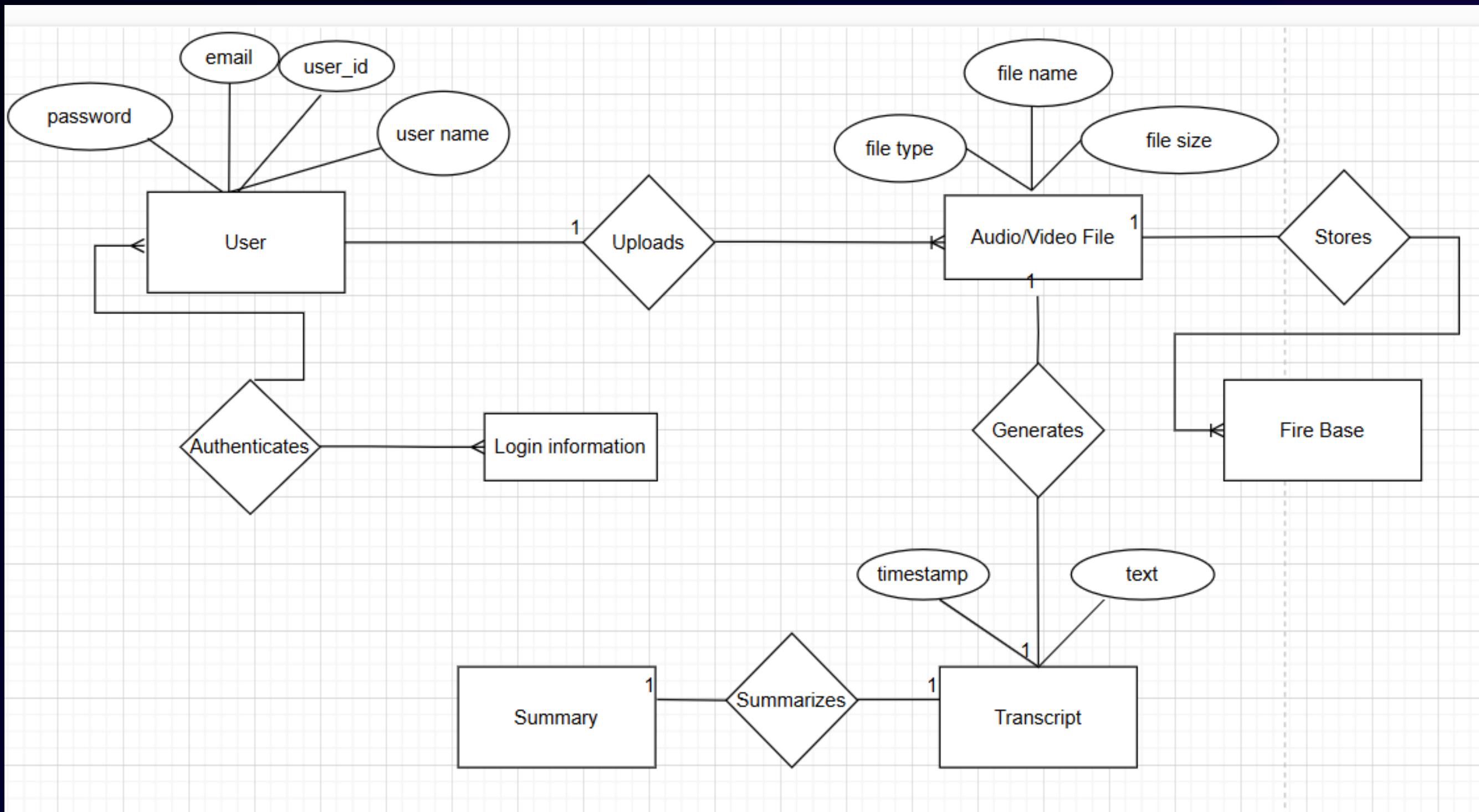
Architecture Diagram



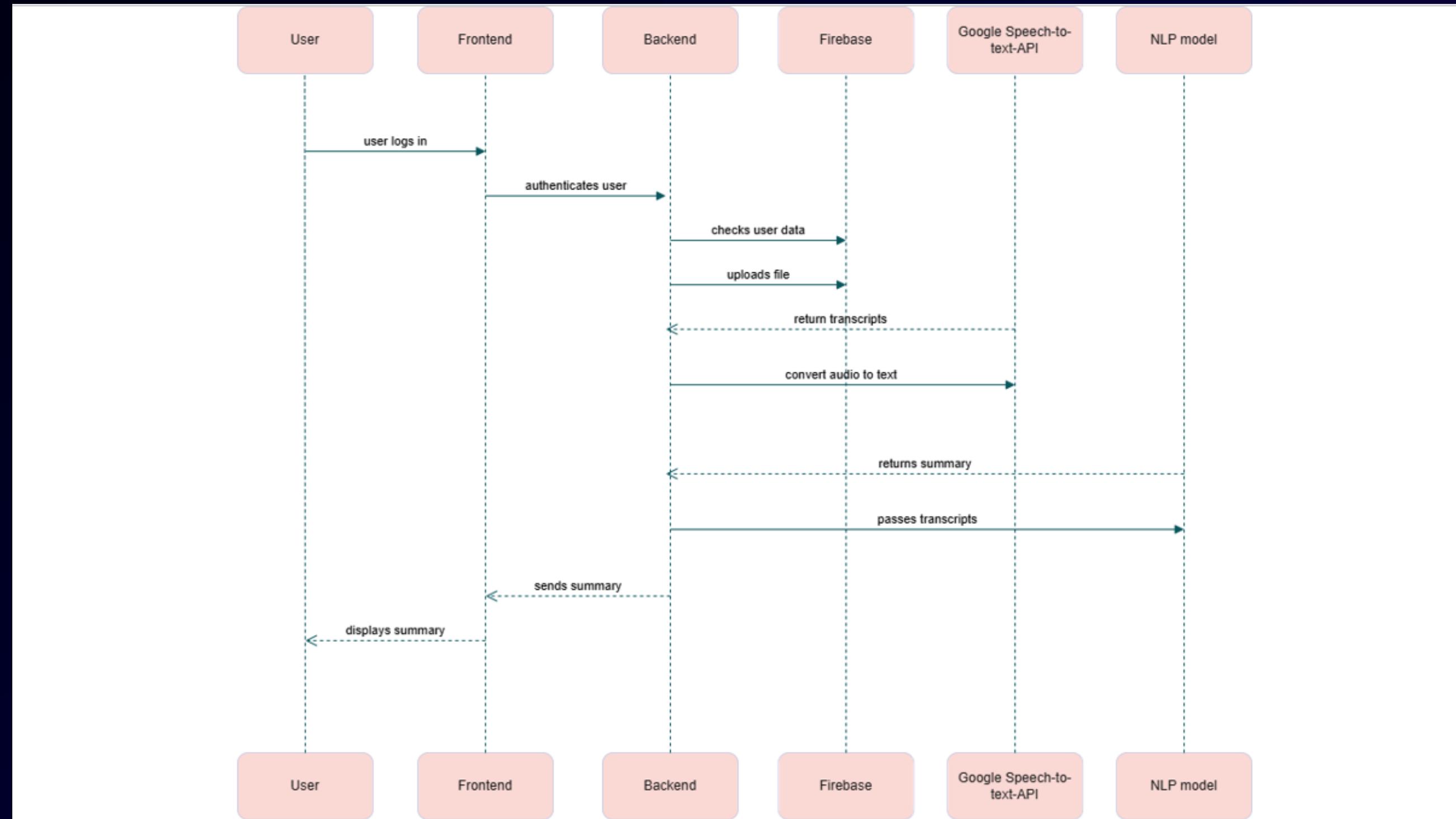
Context Diagram



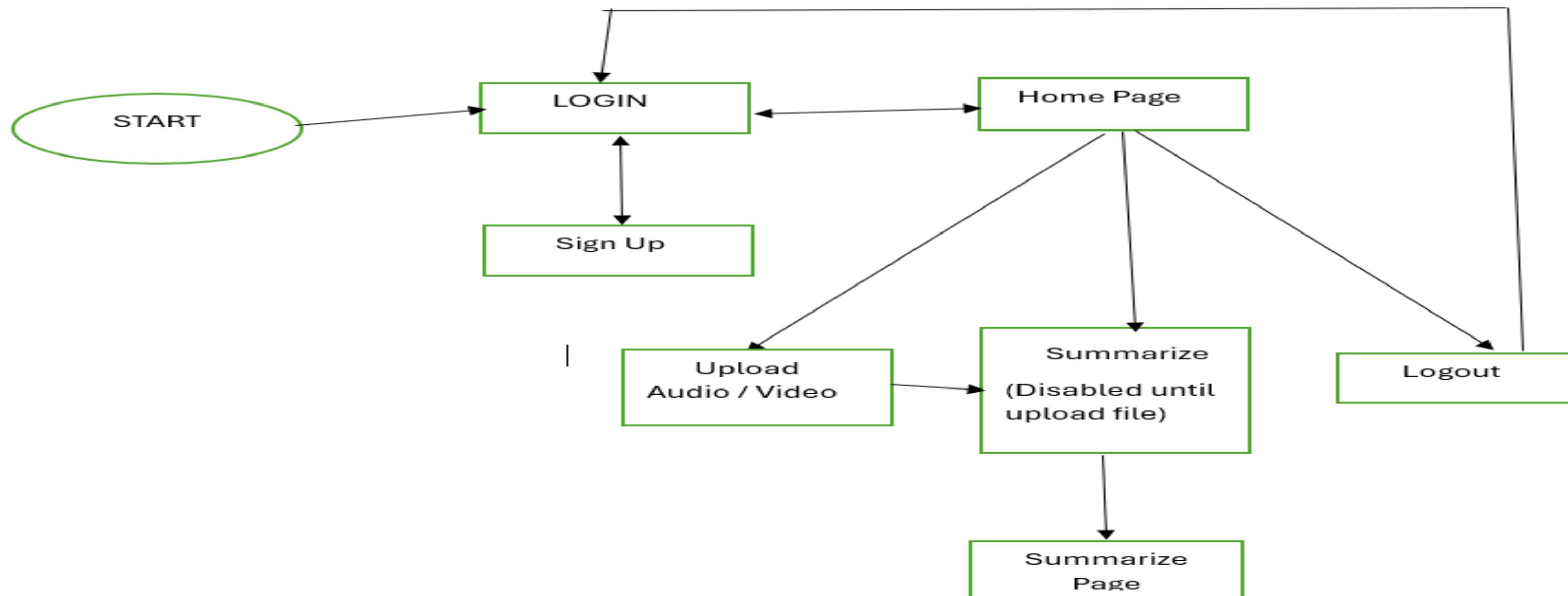
ER Diagram



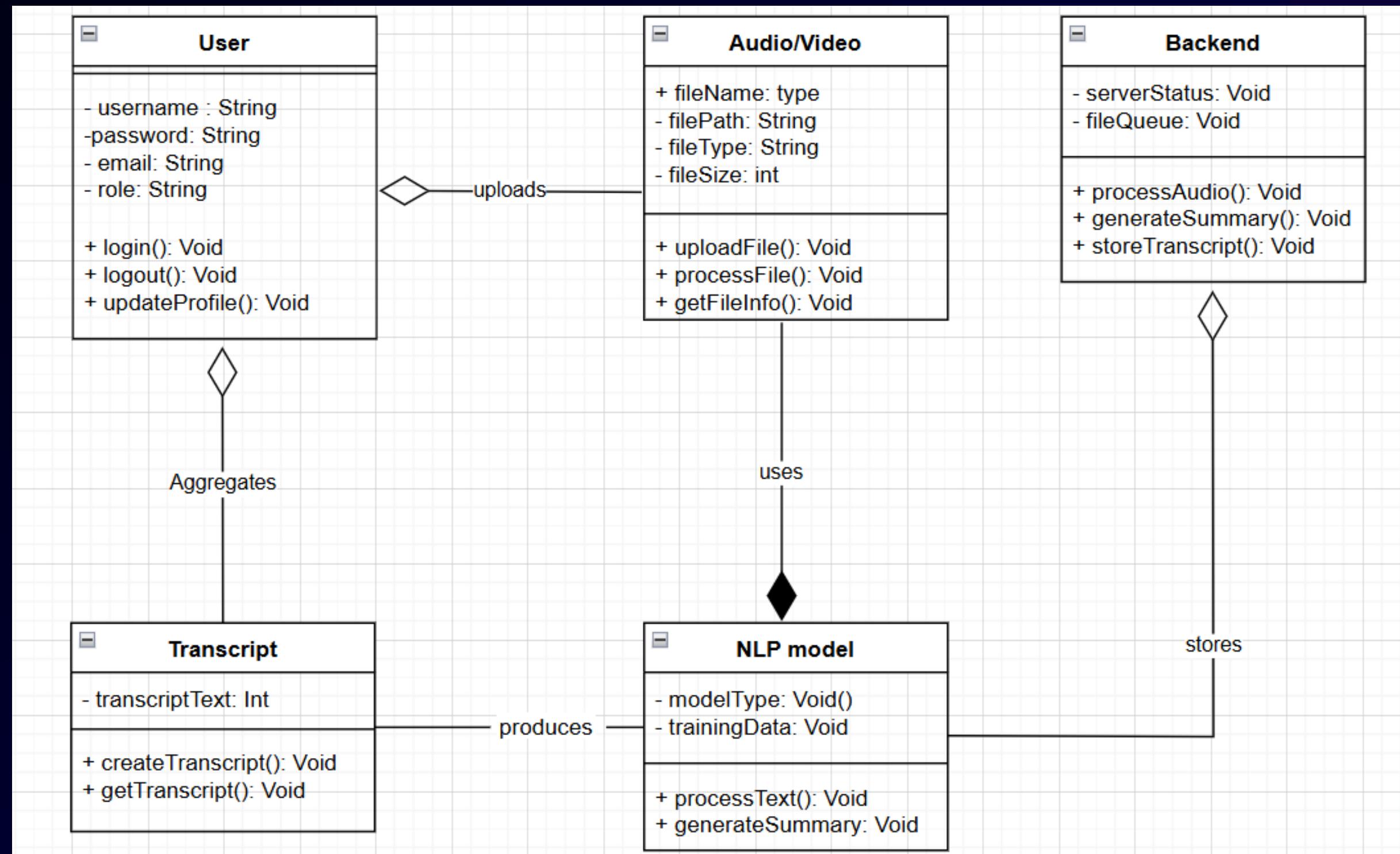
Sequence Diagram



State Diagram



Class Diagram



Product Backlog

US_ID	User Story	Description	Acceptance Criteria	Feature	Story Points
US_01	Upload File	As a user, I want to upload an audio/video file so that I can generate a summary.	Users can select a file, File is stored in Firebase, UI shows upload status	File Upload	3
US_02	Transcribe Audio	As a user, I want my uploaded audio to be transcribed into text automatically.	API processes audio, Returns transcription, Displays text in UI	Transcription	5
US_03	Handle User Authentication	As a user, I want to be able to register, log in, and log out of my account	Users can register with a username and password. Invalid credential show error. Users can log in and log out.	Authentication	3
US_04	File Upload Progress	As a user, I want to see the progress of my file upload.	Progress bar shows upload status. Error message if upload fails	File Upload	2
US_05	Improve UI Design	As a user, I want a clean and user-friendly interface.	UI is responsive, Easy navigation	UI/UX	5

Product Backlog

US_ID	User Story	Description	Acceptance Criteria	Feature	Story Points
US_06	Handle Different Formats	As a user, I want support for different file types (MP3, MP4, WAV).	MP3, MP4, WAV files are accepted, Unsupported formats show an error	File Upload	3
US_07	Handle User Profile	As a user, I want to be able to view and update my profile information.	Users can view and edit their username, email, and password	Profile Management	3
US_08	Generate Summary (Basic)	As a user, I want to get an summary of my transcription.	Summary is generated, UI displays summary	Summarization	5
US_09	Personalized Summary	As a user, I want to get a summary based on my role (e.g., student, journalist, manager).	User selects role, AI tailors summary, Different summaries for different users	Personalization	5
US_10	Notifications for Summary Completion	As a user, I want to receive a notification when my summary is ready	Users receive a notification in UI once the summary has been generated	Notifications	2

Product Backlog

US_ID	User Story	Description	Acceptance Criteria	Feature	Story Points
US_11	View Video Previews	As a user, I want to view a preview of my uploaded video before generating a summary	Users can click on a thumbnail or play button to preview their video. The video is played within the website	Media Management	3
US_12	Support for Larger Files	As a user, I want to upload larger files without issues	Large files upload successfully without crashing	File Upload	3
US_13	Share Summary	As a user, I want to share my summary via email or link.	Share button, Copy link function	Sharing	3
US_14	Export Summary	As a user, I want to download my summary as a PDF or TXT file.	Download button available, Summary downloads correctly	Exporting	3

Sprint 1 User Stories

US_ID	User Story	Description	Acceptance Criteria	Feature	Story Points
US_01	Upload File	As a user, I want to upload an audio/video file so that I can generate a summary.	Users can select a file, File is stored in Firebase, UI shows upload status	File Upload	3
US_02	Transcribe Audio	As a user, I want my uploaded audio to be transcribed into text automatically.	API processes audio, Returns transcription, Displays text in UI	Transcription	5
US_03	Handle User Authentication	As a user, I want to be able to register, log in, and log out of my account	Users can register with a username and password. Invalid credential show error. Users can log in and log out.	Authentication	3
US_04	File Upload Progress	As a user, I want to see the progress of my file upload.	Progress bar shows upload status. Error message if upload fails	File Upload	2

Test Cases

Test Case ID	Title	Step Description	Expected Result	Actual Result	Execution Status	Execution Date
TC_01	Verify file upload	1. Navigate to the upload page 2. Click on "Upload File" 3. Click "Upload"	The file uploads successfully and displays a confirmation message	The file uploads successfully and displays a confirmation message	Passed	26-Feb
TC_02	Verify audio transcription	1. Upload an MP4 file 2. Wait for the transcription process to complete 3. Check the transcription result on the UI	The uploaded audio must be transcribed into text and displayed correctly on the UI	The uploaded audio is transcribed into text and is also displayed correctly in the UI	Passed	28-Feb
TC_03	registration, login, and logout functionality	1. Navigate to the registration page 2. Enter valid user details 3. Click on the "Register" button 4. Login with the newly created credentials 5. Ensure successful login and access to the dashboard 6. Click on the "Logout" button	User must be able to register, and able to log in and log out successfully.	User is registered and is able to log in and log out successfully.	Passed	3-Mar

Test Cases

Test Case ID	Title	Step Description	Expected Result	Actual Result	Execution Status	Execution Date
TC_04	Verify file upload progress bar	<ol style="list-style-type: none">1. Click on the "Upload File" button2. Select a valid MP4 file3. Click "Submit".4. Observe the progress bar during the file upload	The progress bar must show the upload status correctly, and the upload is completed without any errors.	The progress bar shows the upload status correctly, and the upload is completed without errors.	Passed	5-Mar

Sprint 1 Stories Completed / Not Completed

US_ID	User Stories	Completed Date	Story Point	Completed
US_01	Upload Audio/Video		11	11
	React + Vite setup		3	3
	Figma UI design		2	2
	Homepage front-end		2	2
	User Registration and Login Flow		4	4
US_02	Transcribe Audio/Video		18	11
	Firebase Storage setup		3	3
	File upload integration		4	2
	Firebase Functions for transcription		5	2
	Transcription results UI		4	2
	Progress Bar Front-End		2	2
US_03	Handle User Authentication		6	6
	Firebase Authentication setup		3	3
	Firestore integration		3	3
US_04	File Upload Progress		10	10
	Error Handling for Upload		3	3
	Upload page front-end		3	3
	Dashboard Home Page		4	4

Metrics – Team Velocity

Sprint 1 velocity

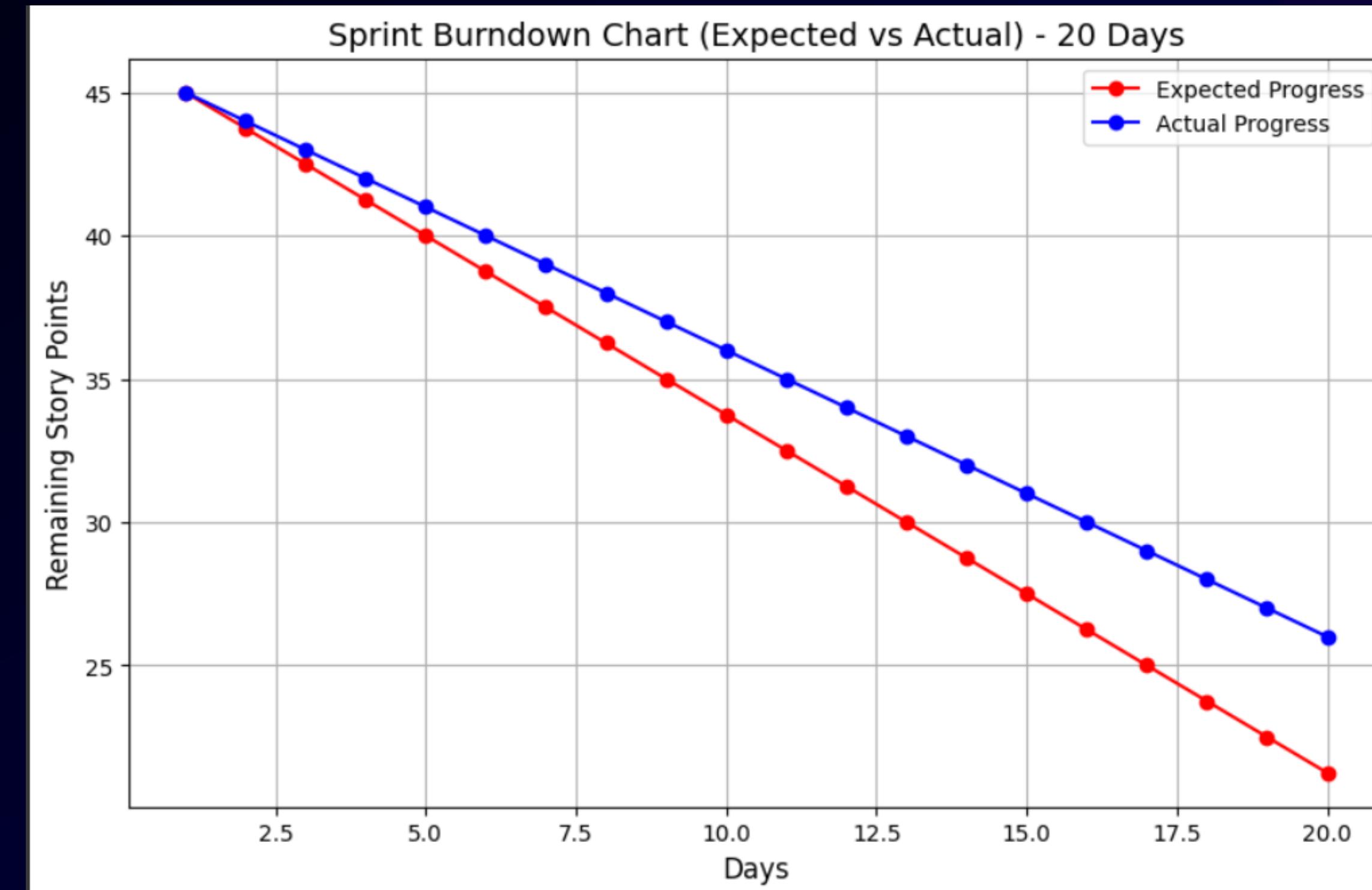
Total story points: 45

Completed User Stories:

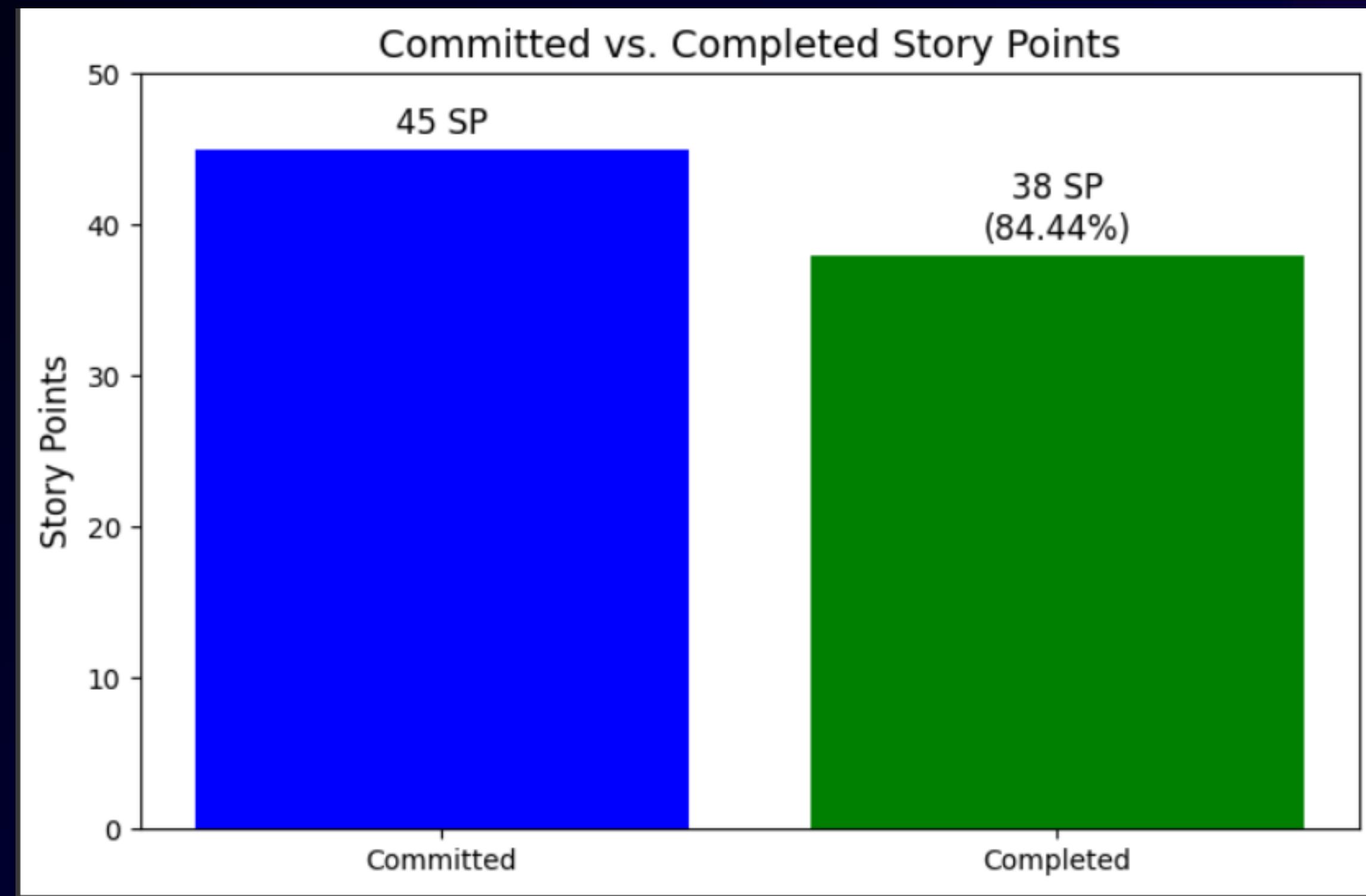
- React + Vite setup - 3points
- Figma UI design – 2 points
- Homepage front-end – 2 points
- User Registration and Login Flow – 4 points
- Firebase Storage setup – 3 points
- Progress Bar Front-End – 2 points
- Firebase Authentication setup – 3 points
- Firestore integration – 3 points
- Error Handling for Upload – 3 points
- Upload page front-end – 3 points
- Dashboard Home Page – 3 points

Velocity: 45 story point completed

Metrics – Burndown Chart



Metrics – Completed / Committed Ratio



Sprint 1 - Retrospective

What went well?

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

Sprint 1 – Retrospective

What can be improved?

- Jira needs to be updated more frequently
- Tasks for sprint needs to be finalized at the beginning of the sprint
- Communicate regularly and take others help more often. Address issues immediately as they arise
- Follow sprint timelines

Sprint 1 – Retrospective

Action items

- Assigned to everyone : Update jira as and when there is any progress for the tasks
- Assigned to everyone : Inform the team about your schedule in advance
- Assigned to Navya : Plan the tasks for sprint at the beginning of each sprint
- Assigned to everyone : Review and test the code as it is developed

Sprint 1 - Retrospective

Quick Recap

[Export](#) | [Login](#)

What went well +		What can be improved +		Action items +	
Good communication among team members + 0	successfully implemented the key features + 0	Jira needs to be updated more frequently + 0	Come up with ideas on improving or enhancing the project + 0	Assigned to everyone : Update jira as and when there is any progress for the tasks + 0	Assigned to everyone : Communicate any ideas or suggestion regularly + 0
Everyone was very friendly and helpful and contributed to the project + 0	Detailed user stories were finalized + 0	Communicate in advance if not able to attend the meetings + 0	Communicate regularly and take each others help more often. Address issues immediately as they arise + 0	Assigned to everyone : Inform the team about your schedule in advance + 0	Assigned to everyone : Review and test the code as it is developed + 0
Everyone has a clear understanding of what's going on in the project + 0	Everyone completed their tasks + 0	Tasks for sprint needs to be finalized at the beginning of the sprint + 0	Test the code as it is developed so that we can test and catch issues + 0	Assigned to Navya : Plan the tasks for sprint at the beginning of each sprint + 0	Assigned to Navya: Schedule project task submission deadlines a day or two before the actual submission date + 0
Effective use of Tools + 0	Implemented according to the planned timelines + 0	Follow sprint timelines + 0			
Feedback / action items from previous sprint was worked on + 0	Daily meetings went well according to planned schedule + 0				

Sprint 1 - Project Demo

A screenshot of a web browser displaying a signup form for a service named "QuickRecap". The background of the page features a yellow and orange gradient with a large clock icon on the left and a "TIME FOR RECAP" graphic on the right.

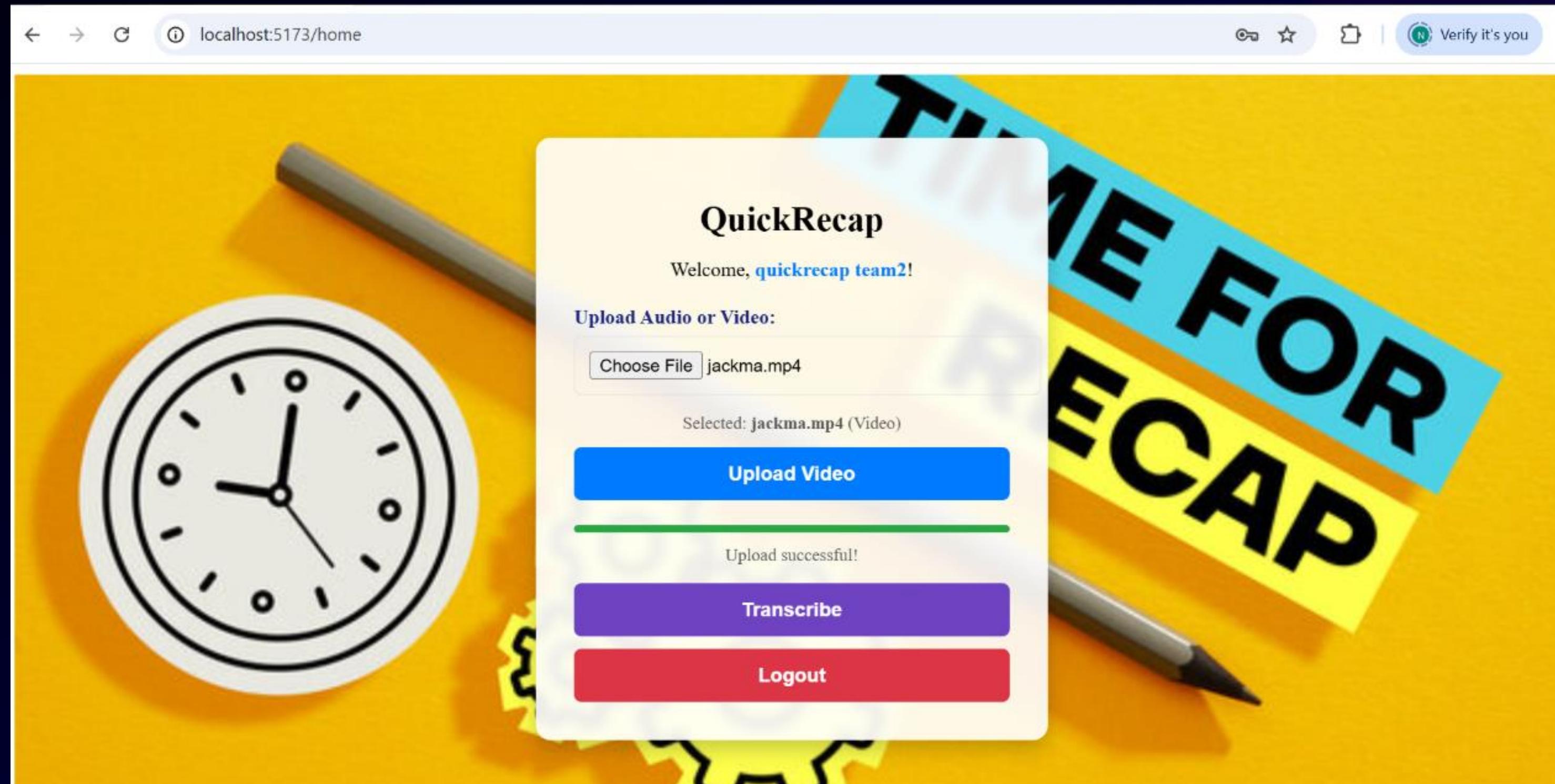
The browser's address bar shows the URL `localhost:5173/signup`. The page title is "QuickRecap" and the subtext is "Create an Account".

The form consists of six input fields:

- first Name:** Input field placeholder: Enter first name
- last Name:** Input field placeholder: Enter last name
- email:** Input field placeholder: Enter email
- password:** Input field placeholder: Enter password
- confirm Password:** Input field placeholder: Enter confirm password

A blue "Signup" button is located at the bottom of the form. Below the button, a link says "Already have an account? [Login](#)".

Sprint 1 - Project Demo



Sprint 1 - Project Demo

The screenshot shows a Jupyter Notebook interface with a dark theme. The top navigation bar includes 'File', 'Edit', 'View', 'Insert', 'Runtime', 'Tools', and 'Help'. A 'Share' button is highlighted in blue. The left sidebar has a 'Files' section with a 'Upload' button, a search bar, and a transcript area. The transcript shows a sequence of requirements being satisfied and a transcript of a conversation about Alibaba's 18-year anniversary.

Requirement already satisfied: charset-normalizer<4,>=2.1.0 in /usr/local/lib/python3.11/dist-packages
Requirement already satisfied: idna<4,>=2.5 in /usr/local/lib/python3.11/dist-packages
Requirement already satisfied: urllib3<3,>=1.21.1 in /usr/local/lib/python3.11/dist-packages
Requirement already satisfied: certifi>=2017.4.17 in /usr/local/lib/python3.11/dist-packages
Requirement already satisfied: pyasn1<0.7.0,>=0.4.6 in /usr/local/lib/python3.11/dist-packages
MoviePy - Writing audio in audio.wav
MoviePy - Done.
Transcript: if everybody say this is going to be very tough I'm very interested in that to
Transcript: you have to do different you have to pay the price
Transcript: Alibaba 18 years to today's site yeah we are lucky but we work much harder th

Connected to Python 3 Google Compute Engine backend

Wiki page Link

To see our progress visit the wiki page below:

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

Live project demo

Thank You