

# Clario – AI-Powered Meeting Intelligence SaaS

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**Vision:** Enable teams to capture, summarize, and act on meetings automatically, turning meeting time into measurable productivity.

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### Problem Statement

Manual meetings are often unproductive. Participants forget action items, key decisions, and context.

Teams need automated meeting intelligence to save time, reduce follow-ups, and increase execution efficiency.

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### Target Users & Personas

**Primary Users:** Product Managers, Project Teams, Executives, Remote Teams

**Personas:**

- **Anita, Product Manager:** Needs clear action items from multiple meetings daily.
  - **Rohit, CTO:** Wants insights on team efficiency and decisions without attending all meetings.
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### Key Features & User Stories

Feature	User Story	Priority
Real-time Transcription	As a PM, I want live meeting transcription so I can focus on discussion instead of note-	High

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	taking.	
Action Item Extraction	As a team member, I want AI to auto-extract tasks and assign owners so nothing is missed.	High
Sentiment & Engagement Analysis	As a manager, I want insights into participation and sentiment so I can gauge team health.	Medium
Meeting Summaries	As a participant, I want concise summaries sent automatically after meetings for easy reference.	High
Integration with Productivity Tools	As a user, I want Slack, Jira, and Google Calendar integration so action items sync automatically.	Medium
Searchable Meeting Knowledge Base	As a team, I want past meetings searchable by topic so we can find decisions quickly.	Medium

## Technical Overview

- **Frontend:** ReactJS for web app + Electron for desktop app
- **Backend:** Node.js + Python microservices
- **AI Engine:** NLP models (GPT, BERT) for transcription, summarization, sentiment, and task extraction
- **Database:** PostgreSQL + Elasticsearch for search
- **Integrations:** Google Calendar, Slack, Jira APIs
- **Security:** End-to-end encryption, GDPR compliance, access control

## Wireframes / Mockups

- Dashboard: Meeting list, summary cards, and insights
- Meeting Detail: Transcript, action items, sentiment graphs
- Knowledge Base: Search by topic, date, or participant

*(Attach Figma/PNG prototypes here)*

## KPIs & Success Metrics

- Average meeting time reduction  $\geq 20\%$  per team
  - Accuracy of AI-generated action items  $\geq 90\%$
  - User adoption rate  $\geq 60\%$  within first month
  - Customer satisfaction score  $\geq 85\%$
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## Future Roadmap

- Voice assistant integration for hands-free commands
  - AI prediction of project delays based on meeting patterns
  - Multi-language transcription & summarization
  - Automated meeting agenda generator
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## Challenges & Trade-offs

- **Challenge:** Real-time transcription with multiple accents/noisy backgrounds
- **Trade-off:** Prioritize transcription accuracy over latency in initial release
- **Mitigation:** Offer post-meeting AI corrections and highlights