Title: MeetSummarizer: AI-Powered Meeting Insights & Summaries

1. Project Statement and Outcomes:

1. MeetSummarizer is an innovative tool designed to streamline the process of summarizing meetings by leveraging advanced Natural Language Processing (NLP) techniques. This project aims to enhance productivity, collaboration, and decision-making by providing concise and actionable summaries of meeting discussions.

2. MeetSummarizer revolutionizes the meeting documentation process by automating the generation of comprehensive summaries. With its focus on efficiency, accuracy, and seamless integration, MeetSummarizer sets a new standard for modernizing meeting management across various industries and sectors.

2. Modules to be Implemented:

- Meeting Recording & Storage Integration
- Audio Transcription & Summarization
- Content Generation & Action Plan Extraction
- UI Development & Email Notifications

3. Week-wise module implementation and high-level requirements:

Week 1: Meeting Recording & Storage Integration:

- Implement integration with video conferencing APIs (e.g., Zoom, Google Meet) for meeting recording.
- Develop functionality to record and store meeting audio/video files.
- Integrate Amazon S3 for secure storage and retrieval of recordings.
- Optimize recording storage format for efficient processing.

Week 2: Audio Transcription & Summarization

- Integrate speech-to-text technology (e.g., Google Speech-to-Text API) to convert meeting recordings into text.
- Implement extractive and abstractive summarization techniques for transcript processing.
- Fine-tune NLP models to extract key discussion points and action items.

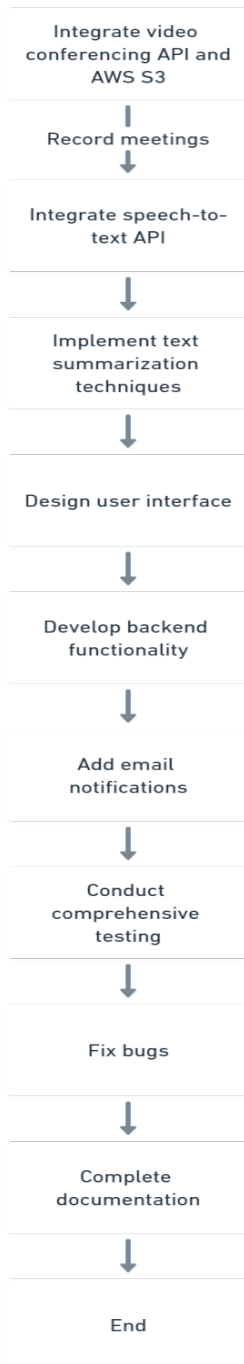- Ensure scalability for handling multiple transcription requests efficiently.

Week 3: Content Generation & Action Plan Extraction

- Develop logic to extract action items and key decisions from transcribed text.
- Implement structured summary generation, categorizing insights, tasks, and follow-ups.
- Optimize content for readability and relevance based on meeting context.
- Integrate backend functionality to store and retrieve meeting summaries.

Week 4: UI Development & Email Notifications

- Build a user-friendly interface for uploading meeting recordings and displaying summaries.
- Design UI components for seamless user interaction (audio upload, transcript display, summary visualization).
- Implement email notifications for automatic summary delivery to meeting participants.
- Integrate frontend with backend modules for smooth workflow execution.

4.Flow chart:

Integrate video
conferencing API and
AWS S3

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Record meetings

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Integrate speech-to-
text API

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Implement text
summarization
techniques

↓

Design user interface

↓

Develop backend
functionality

↓

Add email
notifications

↓

Conduct
comprehensive
testing

↓

Fix bugs

↓

Complete
documentation

↓

End

6. Sample Input & Output:

Meeting summarization and plan of action generator

Meeting Link

https://meet.google.com/rph-anpa-hhu

Meeting Code

rph-anpa-hhu

[Join]   [Summerise]

Summary

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book.

Plan of action

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