

NOT A STATEMENT OF GOVERNMENT POLICY

Accelerating insights at the highest levels of government using AI

PROBLEM STATEMENT

10X Generative AI Hack

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Jonah Anton, 10DS

Background: the minuting process

- Currently, for official ministerial government meetings, the minuting process is fully manual and slow.
- The process:
 1. Minuter takes notes in the meeting, often handwritten. **1hr**
 2. Minuter brings draft of minute, using the notes and briefs. **3.5hrs**
 3. Concurrently, the minute is fact checked and edits suggested to bring in line with the style guide. **3hrs**
 4. Final minute draft created and cleared. **1hr**
- We want to use AI to speed this up and make it much better!



Problem statement: AI Tool

- Create a **tool** to aid the entire minuting process.
- What does the AI need to do?
 1. **Transcribe the meeting**. This can either be **live** transcription, or transcription afterwards of the **meeting recording**. Ideally, we'd also **identify the speakers** at each point in the transcript.
 2. **Summarize the meeting**. We need the tool to create a **draft minute** of the meeting from the transcription.
 3. **Iterative minute development**. We need to be able to **interact** with the draft and iteratively edit it.

Good to know

- We encourage the development of other creative features and functionality!
- The tool needs a front-end... it will be built for non-technical person to use.
- One unique aspect of working with government meetings is that we care very strongly about **security**. So, whilst we welcome the use of the powerful LLMs you've been given access to via API keys, we **encourage** using locally-hosted quantized open-source models in your tool. We'd love to see these being used well and with high quality outputs!
- We're actively developing a tool to do this now. So there's a chance your work could lead to **historic** change to very senior government meetings.