Meeting Notes Application - Documentation

# Project Overview

The Meeting Notes Application is a Flask-based web application that processes audio meeting files, transcribes them into text, and extracts key information for easier review and summarization.

# Setup and Installation

Create a virtual environment (recommended) and install dependencies:

python -m venv venv  
source venv/bin/activate # On Windows use: venv\Scripts\activate  
  
pip install -r requirements.txt

# Running the Application

To run the application:

python app.py  
  
# For development with auto-reload  
export FLASK\_APP=app.py  
export FLASK\_ENV=development  
flask run

# Key Topics Learned

## Web Application Development

* Setting up a Flask web application
* Handling HTTP requests and responses
* Creating RESTful APIs

## Audio Processing

* Working with audio files (MP3, WAV)
* Audio transcription and processing

## Natural Language Processing

* Text processing and analysis
* Extracting key information from meeting notes

# Issues Faced and Solutions

## Dependencies Installation

Problem: Missing packages causing import errors  
Solution: Created requirements.txt to manage all dependencies

## Audio Processing

Problem: Compatibility issues with audio file formats  
Solution: Used standard audio libraries and ensured proper file format support

## Performance Optimization

Problem: Slow response time for large audio files  
Solution: Implemented chunk processing for large files

# Development Notes

* Keep the virtual environment activated while working on the project
* Always pull the latest changes before starting work
* Write tests for new features
* Document API endpoints and their expected request/response formats

# Future Improvements

* Add user authentication
* Implement meeting note summarization
* Add support for multiple audio formats
* Create a web interface for better user experience

# Helpful Commands

python --version # Check Python version  
  
pip list # List installed packages  
  
pip freeze > requirements.txt # Freeze dependencies  
  
python -m pytest # Run tests (when available)