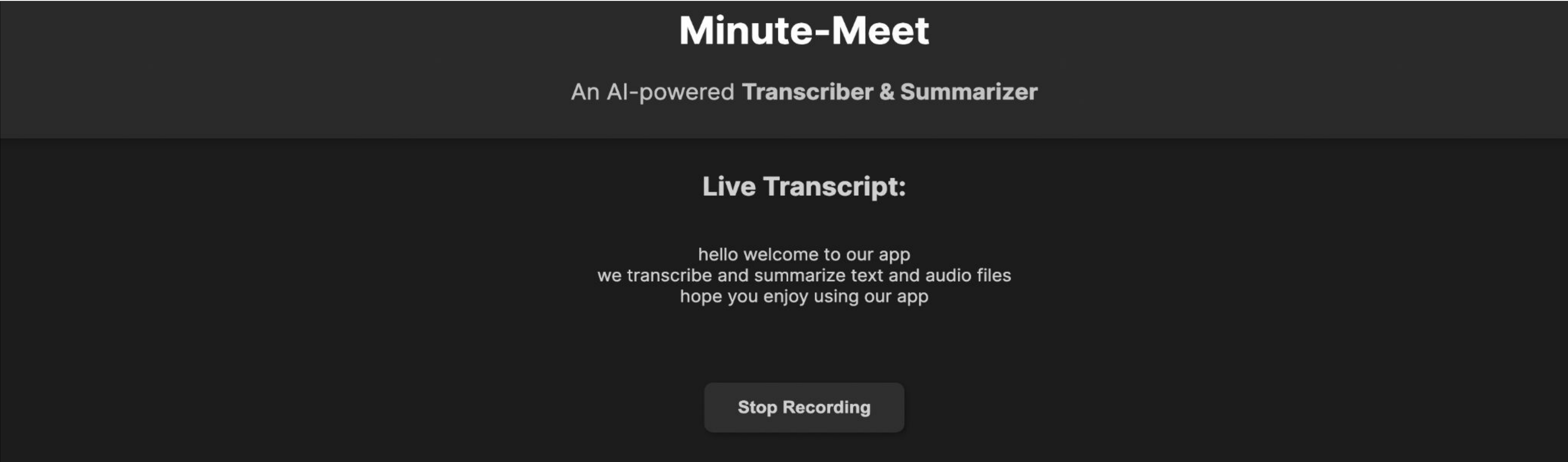


MinuteMeet

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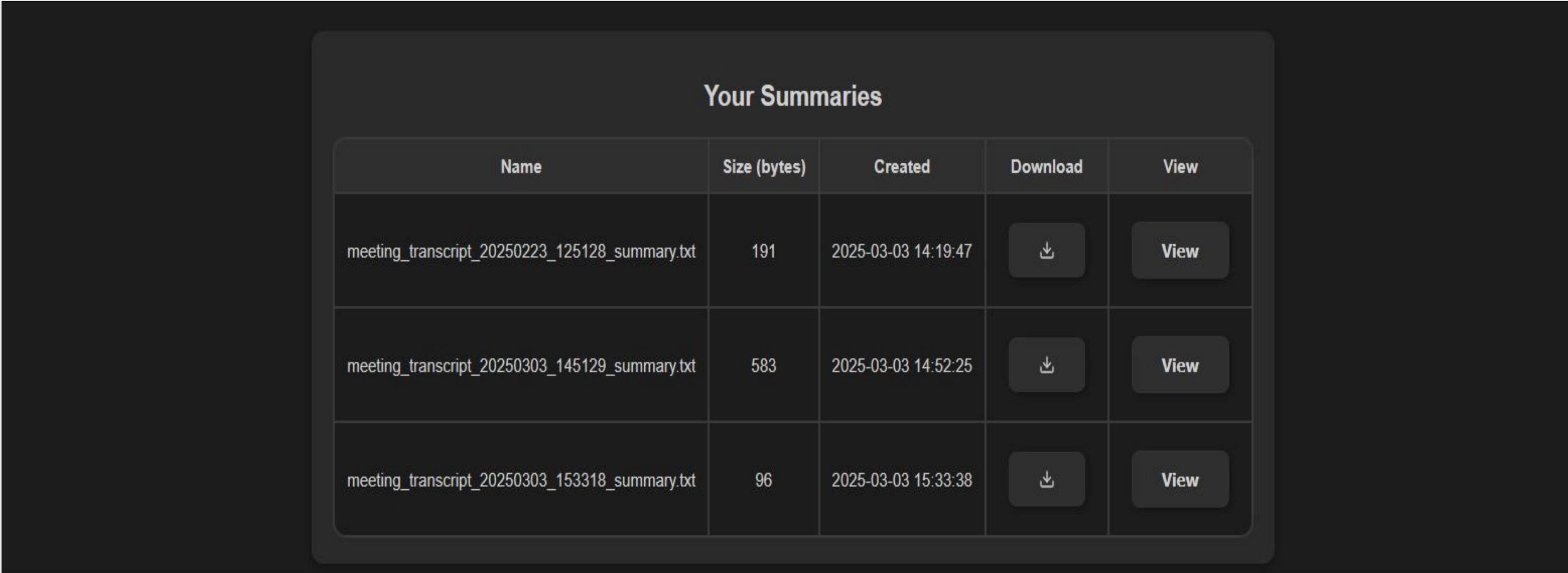


Abstract

- **MinuteMeet** is a web tool designed to record meetings and automatically summarize them. The summarization is concise, maintaining essential details, ensuring users do not lose any critical information.
- Users can also **upload** recorded meetings in audio file form to be transcribed and **summarized**, so even if they were unable to attend a meeting in person, it can quickly catch them up.
- Our application is designed to be a **flexible** and **free** solution to meeting summarization, and is integrated with Gemini’s API for creating summaries, and Python handles the transcription.

MinuteMeet Features

- **Live transcription** of meeting, using audio file or microphone
- **Automatically summarize** meeting transcript
- **Exportable** meetings’ transcript & summary files
- Easily accessible web application
- Ensures privacy by allowing **local storage** of transcripts and summaries
- Fast and accurate results



High-level METHODOLOGY

- API
 - Using Google Web Speech AI for transcription
 - Utilizing LLMs APIs to summarize transcription
 - Using T5 to summarize text offline
- Processing Pipeline
 - Convert the audio to transcription using GWS.
 - Summarize the transcription via LLMs or T5.
 - Save the summaries in exportable srt files.
- Privacy Features
 - Transcripts and summaries are stored locally, reducing risk of a data breach.

