Topic: Summarization of Meetings Using Natural Language Processing

**Section 1:**

Define the problem statement.

* Employees spend a lot of time taking meeting minutes and making sure that all important items are captured. This is especially true in large corporations where there is a lot of long meetings, and some key points and action items are sometimes missed due to lack of focus.

What will happen if you solve this problem and what will happen if you maintain

status quo.

* With the advancements in Natural Language Processing (NLP) tools. An employee would be able to complete meeting minutes a lot of faster. Especially, give accurate action items to all participants of the meeting.
* If we were to maintain status quo, meeting minutes would be sent out sometimes two or three days after the meeting. Some important key points and action items may be missed.

**Section 2:**

Explain how you are proposing to solve this problem with AI techniques.

* With various tools such as Squirro and Co-Pilot which has speech to text functionality. These tools can convert meeting conversations into text. This functionality decreases the amount of misunderstanding that happens during meetings.

Go deep into the solution workflow without using too much technical jargon.

**Section 3:**

**Quantify the impact of the solution.**

**Document your assumptions for quantification.**

**Section 4:**

**Create a high-level plan to implement this use-case.**

**Give details about how you will collect the data, what kind of data is required, what**

**kind of preprocessing you think is required.**

**What type of modeling is required.**

**How you will measure and select the model.**