Meeting Notes Generator - ReadMe

Overview

This system automatically monitors a shared folder for new files, transcribes audio or video content, and generates detailed meeting notes in Word Document (.docx) format. The supported file types are:

- Video: `.mp4, .mkv`
- Audio: `.mp3`
- Text: `.txt, .docx`

How to Use

1. **Drop Files**:

   – Place any supported file into the "Drop Here to Generate Meeting Notes" folder.
   – No further action is required; the system will automatically detect and process your files.

2. **Processing**:

   – The system will extract audio (if necessary), transcribe the content, and generate detailed meeting notes.
   – Once processed, your original file will be moved to a folder named "Processed Files - DELETE IF YOU'RE DONE," located one level above the shared folder.

3. **Retrieve Notes**:

   – Generated notes will be saved as `.docx` files in the root folder titled "MeetingNotesGenerator."

How to Record and Transcribe Meetings from Microsoft Teams

If your meeting is conducted on Microsoft Teams, you can easily generate a transcription by following these steps:

1. **Schedule a Meeting**:

   – Recording and transcription options are only available in scheduled meetings, not calls.
   – You can schedule a meeting via Microsoft **Outlook** by creating a calendar event and inviting participants or via the Calendar tab in **Teams** and clicking **Meet Now**.

2. **Start Transcription**:

   – During the meeting, click on **More > Record and Transcribe > Start transcription**.
   – It is recommended to use transcription only (without video recording) for this notes generator as it is faster to process.

3. **Stop Recording/Transcription and Close the Meeting**
   - After closing the meeting, the meeting will show up as a Chat Contact within Teams.
   - It may take a few minutes for the recording/transcript to process.

4. **Download the Transcription or Video**:

   – After the meeting, the transcription or video can be downloaded by the meeting organizer.
   – Go to the **Chat** tab for the meeting and click **View Recap** within the meeting chat to access the files.

Features

- **Automatic File Monitoring**: Continuously monitors the folder for new files.
- **Audio Transcription**: Converts audio or video to text using state-of-the-art transcription models.
- **Detailed Notes Generation**: Creates comprehensive, detailed meeting notes.
- **Folder Management**: Automatically organizes processed files into designated folders.

Privacy and Data Usage

By default, OpenAI retains and uses user data for model training when interacting with their website and via ChatGPT. However, when using the OpenAI API Platform, OpenAI does not use data from API calls for model training. This is according to their Enterprise Privacy Policy. This means:

- You **own the rights** to any inputs you feed in and any outputs you receive.
- Your data is **not used** for training OpenAI models.

This system complies with company privacy policies, and your files will remain confidential.

Troubleshooting

- **File Not Supported**:
  – Ensure your file has one of the supported extensions: `.mp4`, `.mkv`, `.mp3`, `.txt`, or `.docx`.
- **Missing File**:

- If your file does not appear in the "MeetingNotesGenerator" folder, contact the system administrator.

Contact

For further assistance, contact Reagan or the IT department.