# 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. **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. However, OpenAI data retention and training are **disabled** for the account running this system. This configuration was set through the [OpenAI Privacy Center](https://privacy.openai.com/policies). As a result:

* Your data is **not retained** by OpenAI.
* 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.