

📄 Project Document

Project Title

e.g., “Smart Meeting Summarizer”

1. Solution Overview

Briefly describe your project, its purpose, and how it leverages AI/GenAI.

Our solution is an AI-powered tool that automatically summarizes meeting transcripts, helping employees quickly catch up on missed discussions and action items.

2. System Architecture & Technology Stack

Describe the overall architecture and list the technologies you’re using.

- **Frontend:** React.js (with Tailwind CSS)
- **Backend:** FastAPI (Python)
- **AI/ML:** OpenAI GPT-4 API for summarization
- **Database:** PostgreSQL
- **Deployment:** Docker, AWS EC2

Include a diagram if possible!

3. Data Sources & Privacy

Explain what data you use, how you obtain it, and how you ensure privacy.

- **Data Source:** Meeting transcripts uploaded by users (text files)
- **Privacy:** All data is encrypted at rest and in transit. No data is shared outside the company. Users can delete their data at any time.

4. Main Features & User Flow

List the core features and describe how a user interacts with your solution.

- Upload meeting transcript
- Click “Summarize”
- View/download summary
- Share summary with team

User Flow:

1. User logs in
2. Uploads transcript
3. Receives summary
4. Shares or downloads summary

5. Challenges & Mitigation Strategies

Discuss technical or organizational challenges and how you plan to address them.

- **Challenge:** Handling poor-quality transcripts
Mitigation: Pre-process text to clean up errors before summarization.
- **Challenge:** Ensuring data privacy
Mitigation: Strict access controls and regular audits.

6. Timeline / Roadmap

Provide a rough timeline for your project.

- **Day 1:** Ideation, team formation, initial setup
- **Day 2:** Build core features (upload, summarize)

- **Day 3:** Polish UI, add sharing, test privacy features
 - **Day 4:** Final testing, prepare demo and presentation
-

7. Team Members

List your team members and their roles.

- Alice (Frontend)
 - Bob (Backend)
 - Carol (AI/ML)
 - Dave (Project Manager)
-

Add diagrams, screenshots, or links as needed!