

TIRED OF MANUALLY INPUTTING TASKS IN THE TRACKER?

TEAM 18

Automated Task Management (ATM) is a Python based tool which is open source and free. It assists an employee by automatically creating an actionable to-do list after each meeting by using only the transcript.



Time Efficiency

AUTOMATED TASK MANAGEMENT



Workload Management



Process Automation



Cross-Function Collaboration



Centralized Platform

CURRENTLY

20 hrs
/week

Average time spent by a manager in meetings



Hire a note taker at \$20 per hour on an average



Rely on assistants or secretaries to take minutes of the meetings

WITH ATM



Analyzes 20 hours of meetings in 1 minute or less

SAVE
3 hrs
/week

ATM brings down a task of 200 minutes to 20 minutes



Get rid of taking notes in the meeting

PROCESS FLOW



Retrieve audio recording of a meeting



Convert audio to a text-based transcript



Text mining using a list of pre-defined action words



Data processing using Python (NLTK, Dash, Plotly)



A table of actionable tasks is created

SYNERGY



It can act as an input source to existing tools like JIRA, ASANA etc.

ADAPTABLE



Can be used with any meeting platform that enables recording

INNOVATIVE



Gartner predicts mainstream adoption to be within the next 2-5 years



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