

Documentation for the Meeting Summary App

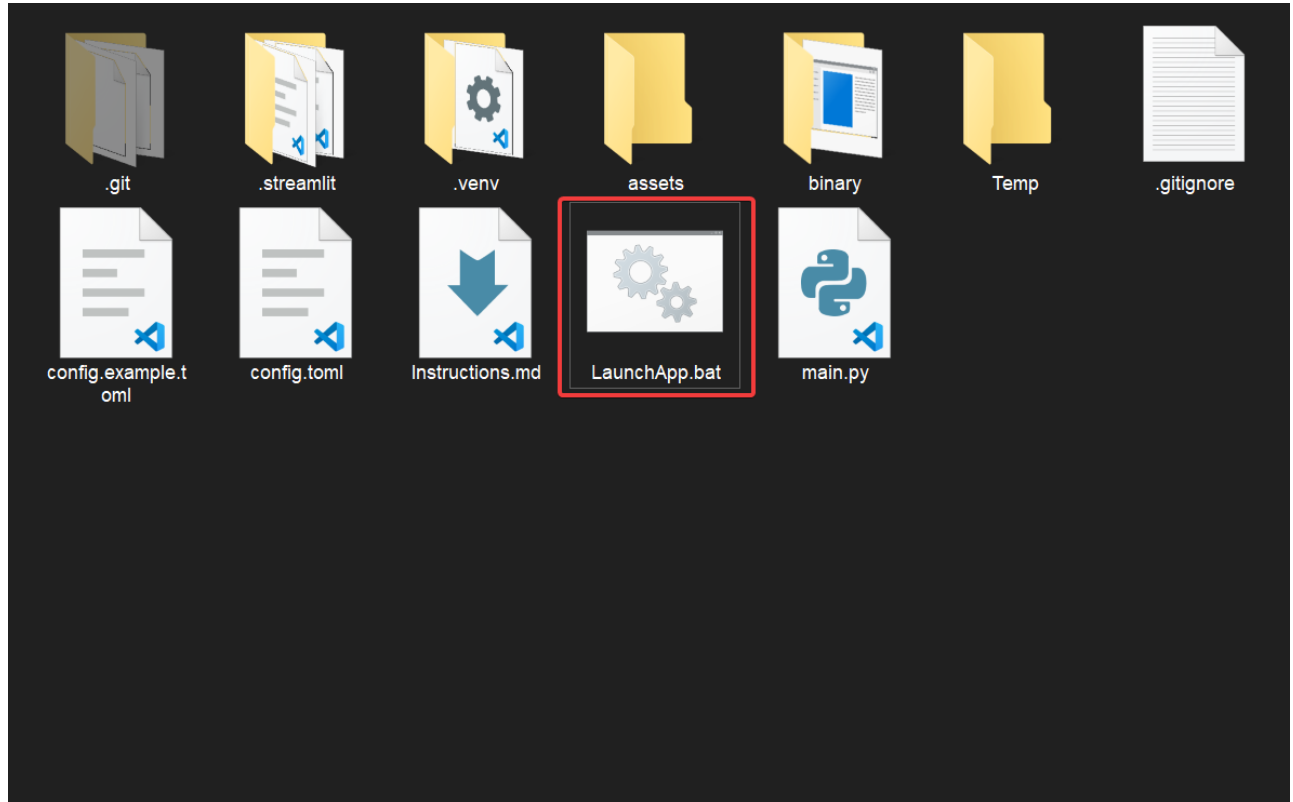
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1. Getting Started Guide / Instructions of Use

Launching the App

- Locate the **LaunchApp.bat** file in the app folder.



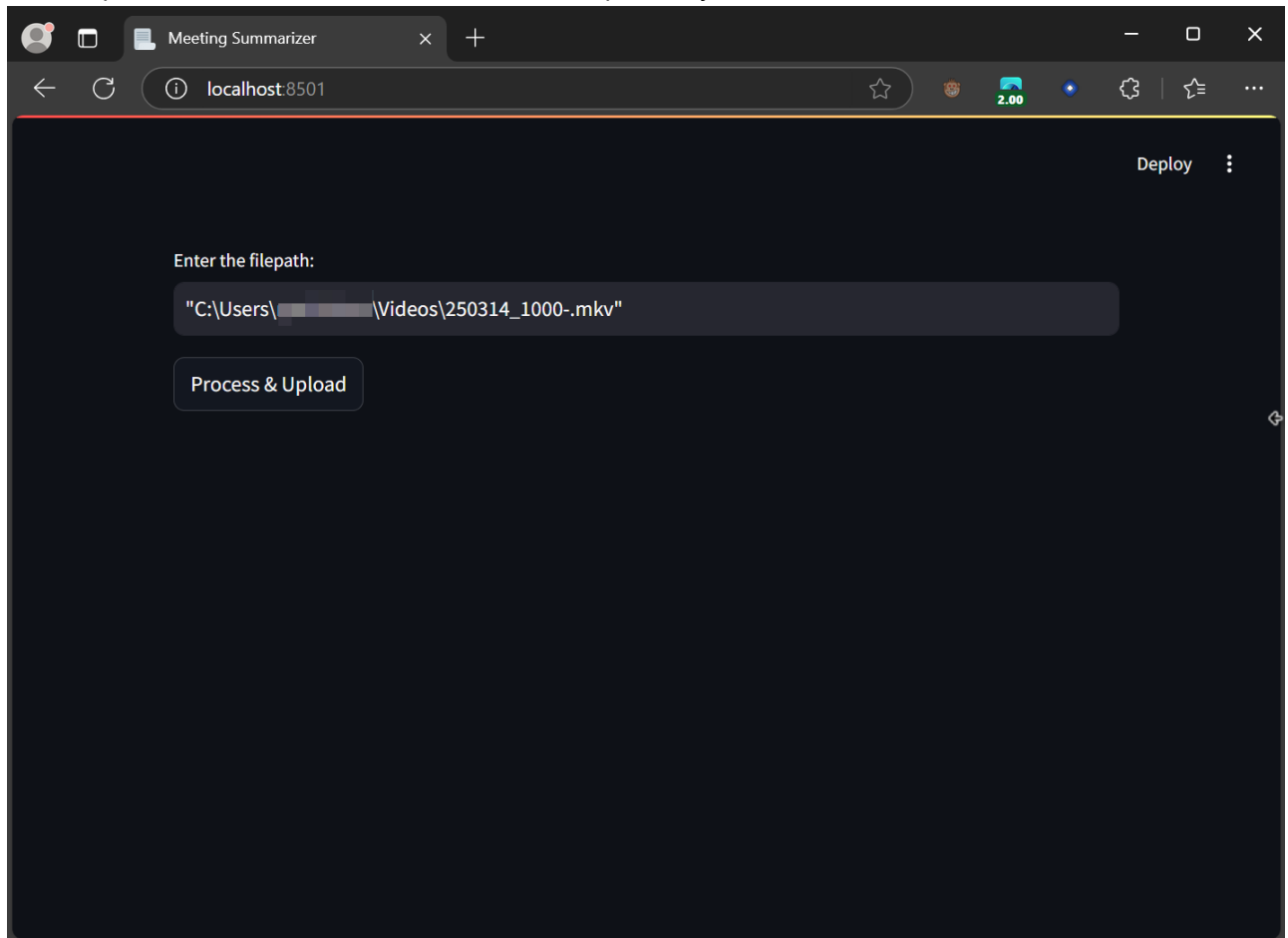
- Double-click the **LaunchApp.bat** file to launch the application in your default web browser.

NOTE

- If this is the first time Launching the application it will install uv to set up python environment. The script will auto close on completion. You will have to re-run the file again
- The First run of the application will take longer (~20 seconds), to set up the necessary packages. All further launches should be faster (< 2 seconds).
- If you run into "**Windows Protected Your PC**" warning, see section [4. Common Issues & Solutions](#) for solution.

Using the App

- In the opened browser window, enter the full filepath of your video or audio file.



- Type or paste the complete filepath and click the **Process & Upload** button.

Processing & Email Notifications

- **Upload Confirmation:**
 - Once the file is uploaded, you will immediately receive an email confirming the successful upload.
- **Meeting Summary Email:**
 - After processing, a second email containing the meeting summary will be sent. Processing time may vary based on file size and server load.

2. Installation Guide and System Requirements

Installation Steps

1. **Download and Extraction:**
 - Download the app folder from the provided source.
 - Extract the contents of the zip file into a dedicated folder.
2. **Launching:**
 - Ensure all files (including **LaunchApp.bat**) are present in the folder.
 - Double-click the **LaunchApp.bat** file to start the application.

System Requirements

- **Operating System:** Windows 10 or later (both 32-bit and 64-bit supported)

- **Internet Connection:** Required for file uploads and receiving email notifications.
 - **Disk Space:** Sufficient free space to temporarily store video/audio files.
 - **Memory:** Recommended minimum of 2GB RAM for optimal performance.
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3. Frequently Asked Questions (FAQ)

Common Questions

Q1: How do I start using the app?

A: Double-click the [LaunchApp.bat](#) file, enter the file path of your media file in the browser, and click "Submit."

Q2: What should I do if I don't receive any email notifications?

A:

- Check your spam or junk email folder.
- Verify your internet connection.
- Ensure the file was uploaded successfully (you will see an on-screen confirmation).
- If you are still experiencing issues, please reach out to the author using the contact details provided in the [Customer Support](#) section.

Q3: How long does the processing take?

A: The processing time depends on the file size and server load, typically taking between a few minutes to 15 minutes.

Q4: What happens if I want to move the app to a different computer?

A: The app automatically locks to the first machine it is used on. To move the app, please contact the author to update the license.

Q5: Is my data secure?

A: Yes, all data transfers use secure protocols, and your media file is only used for transcription and summarization before being removed from the server.

4. Common Issues & Solutions

Issue: The app does not launch when I double-click [LaunchApp.bat](#).

Solution:

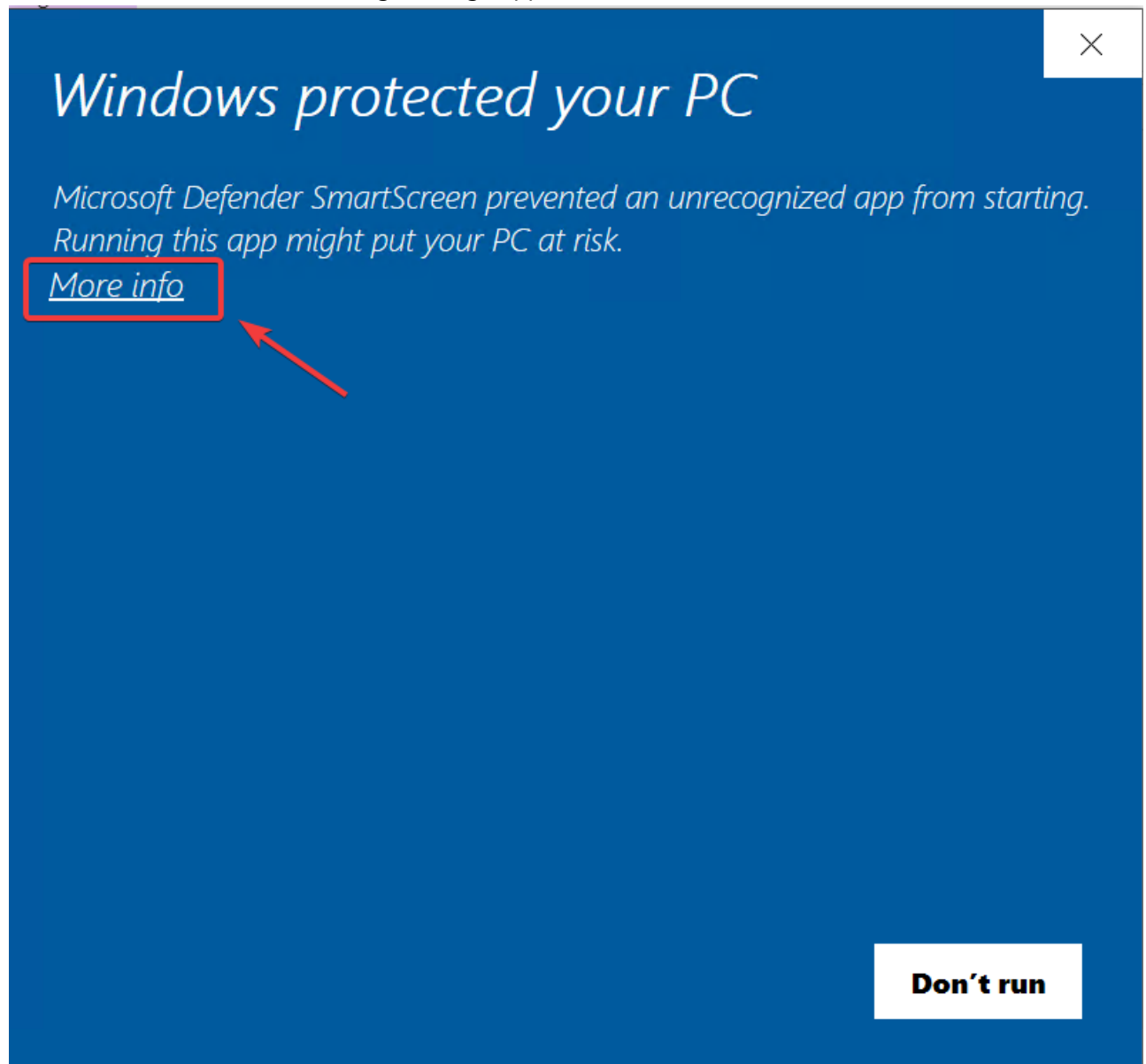
- Ensure that your antivirus or security software isn't blocking the file.
- Right-click on [LaunchApp.bat](#) and select "Run as administrator."

Issue: I am getting a Blue "Windows Protected Your PC" warning when launching the app.

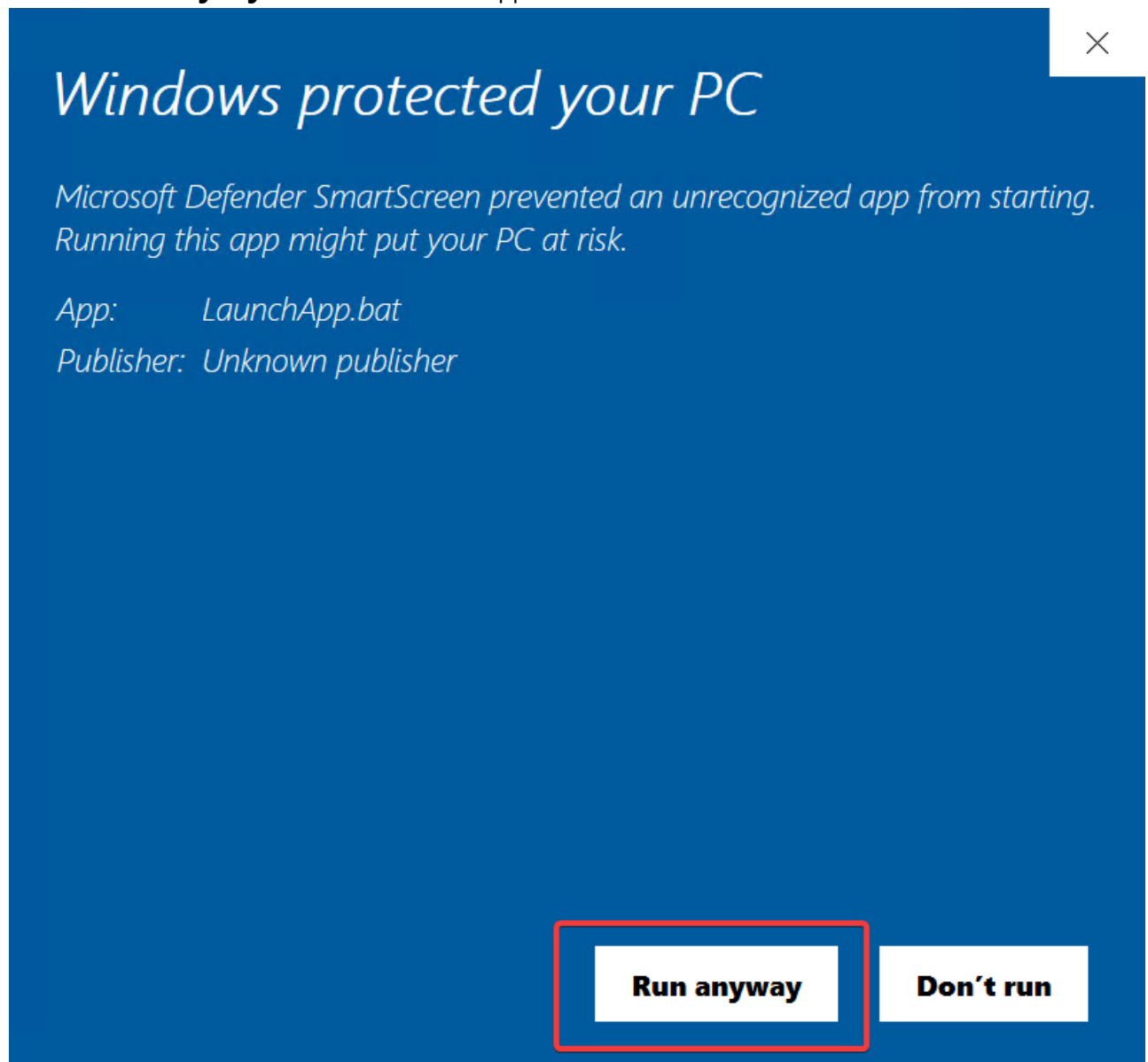
Solution:

Windows may block applications that are not signed with a known publisher. To bypass this warning:

1. Click **More Info** when the warning message appears.



2. Click the **Run Anyway** button to allow the application to launch.



3. If you want to prevent this warning in the future:
 - Right-click **LaunchApp.bat** and select **Properties**.
 - Under the **General** tab, look for **Security** at the bottom and check **Unblock** if available.
 - Click **Apply** and **OK** to save the changes.
4. If your antivirus software blocks the file, add it to the trusted list or whitelist.

Issue: I receive a "file not found" error when entering the file path.

Solution:

- Double-check the filepath for any typos.
- Confirm that the file exists in the specified location and that you have permission to access it.

Issue: No email confirmation received after uploading.

Solution:

- Check your spam/junk folder.
- Verify your internet connection.
- Confirm that the file was successfully uploaded based on any on-screen messages.

Issue: The meeting summary email is delayed or not received.**Solution:**

- Allow up to 30 minutes for processing.
 - Re-check your email filters.
 - If the issue persists, refer to the support section for further assistance.
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5. License Activation and Management Guide

License Locking

- The app automatically locks the license to the first PC it is used on. No additional activation steps are required during the initial setup.

Moving the App

- If you need to transfer the app to another computer or user, contact the author using the registered email address.
- The author will update the license on the backend to allow usage on the new system.

Support for Licensing Issues

- For any problems related to licensing or transferring the license, please use the contact details provided in the [Customer Support](#) section.
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6. Privacy & Data Security Policy

Data Handling

- The audio is extracted from your video/audio file and processed on a secure central server.

Data Privacy

- Your file is used exclusively for generating transcriptions and meeting summaries.
- Once processed, your data is immediately deleted from the server.

Security Measures

- All data transfers are encrypted.
- The server undergoes regular security audits to ensure data protection.

User Consent

- By using the app, you consent to the processing of your data as outlined above.
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7. Customer Support and Contact Information

Overview

Details for obtaining additional help and providing feedback.

License, General Inquiries & Technical Support

- **Email:** meetingsummary@rpakishore.co.in

Feedback

- Users are encouraged to send feedback and suggestions to help improve the app.