

# Meeting Minutes

Generated on: 16 Dec 2025, 10:58

## Summary

- The team discussed the accuracy of the summarization model on long meetings. It was agreed that the current model performance is acceptable for the first release.

## Key Points

- The meeting started with a review of last week's progress on the NLP meeting minutes generator project.■■■
- Rupal explained that the core NLP pipeline has been completed, including summarization, decision detection, and action item extraction.■■■
- The team discussed the accuracy of the summarization model on long meetings.■■■
- It was agreed that the current model performance is acceptable for the first release.
- However, some concerns were raised about handling noisy audio input.■■■

## Decisions

- It was agreed that the current model performance is acceptable for the first release.
- It was decided that the final demo will be presented next week.

## Action Items

- Amit will work on improving audio preprocessing and noise reduction by Wednesday.
- Neha should test the application with real meeting recordings by Friday.
- It was decided that the final demo will be presented next week.
- Rupal will prepare the final presentation slides and documentation by Monday.