

## Minutes of the Meeting

Date: 2025-03-17

Here are the Minutes of the Meeting:

**Meeting Title: Kickoff Meeting for MOM Generator Project**

**Agenda: Overview of Project Objectives, Roles and Responsibilities, Initial Timeline and Next Steps**

Attendees: Alice, Bob, Charlie, David

**Key Discussions:** The meeting began with an overview of the project objectives, which is to build an AI-driven tool that automatically generates minutes of meeting from recorded audio. The team discussed the plan to use speech-to-text API for transcription, with the option to explore Spur AI or Google's API. The group also decided to start with a web version of the interface and scale later. The first milestone is to deliver an MVP within 4 weeks.

**Decisions Made:** The team agreed to use speech-to-text API for transcription, and to start with a web version of the interface.

**Action Items:**

Explore speech-to-text API options with Spur AI or Google's API

Set up the report today

Focus on backend and AI integration (Bob and Charlie)

Frame the UI (David)

Meet next week for updates