

PeakNote User Manual

Version: 1.0

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1. Introduction

PeakNote is built to simplify meeting management by eliminating the need for manual note-taking. Leveraging advanced AI technologies, it transcribes, analyzes, and summarizes your Microsoft Teams meetings into actionable notes. The tool is ideal for standard meetings, client calls, agile standups, and sprint reviews—streamlining team communication and boosting productivity.

2. Accessing the Platform

PeakNote can be accessed directly within Microsoft Teams as a tab added to any channel—no installation required.

Prototype Access: <https://white-forest-056934c1e.6.azurestaticapps.net>

3. Getting Started

3.1 Retrieving Microsoft Teams meeting URL

Go to the Calendar tab in Microsoft Teams and find the scheduled meeting in your calendar view(Fig 1).

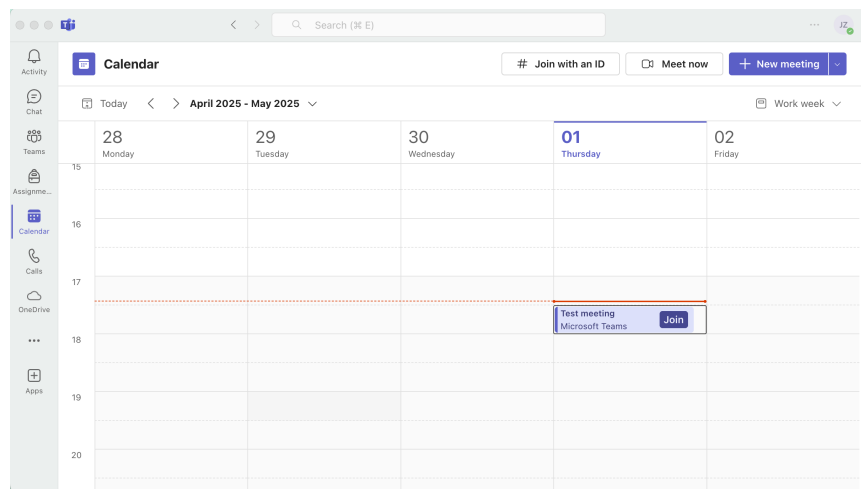


Figure 1

Click on the meeting block to open the meeting details popup. In the popup, locate the full meeting link under the text "Microsoft Teams Meeting" (as shown in Figure 2). Click the copy icon next to the link to copy it to your clipboard. Paste this link into PeakNote's input field as described in section 3.2.

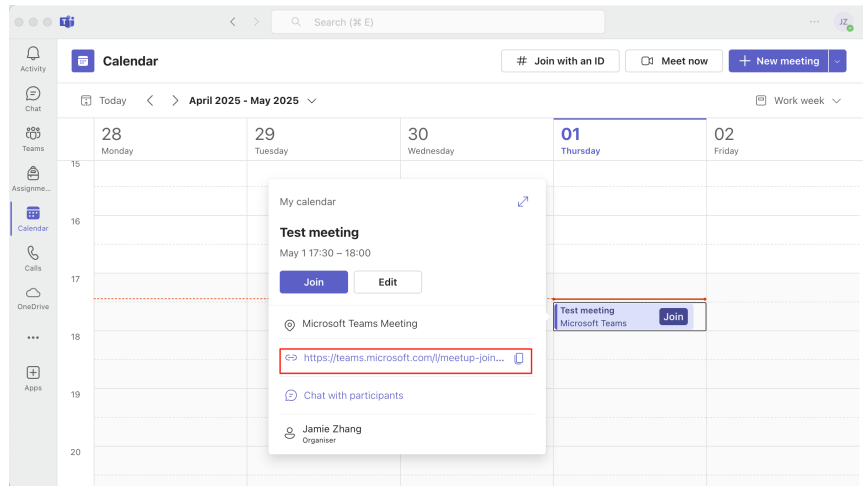


Figure 2

3.2 Enter the Meeting Link

Paste the full Microsoft Teams meeting URL into the input field on the main interface(Fig 3).

For example: <https://teams.microsoft.com/l/meetup-join/...>

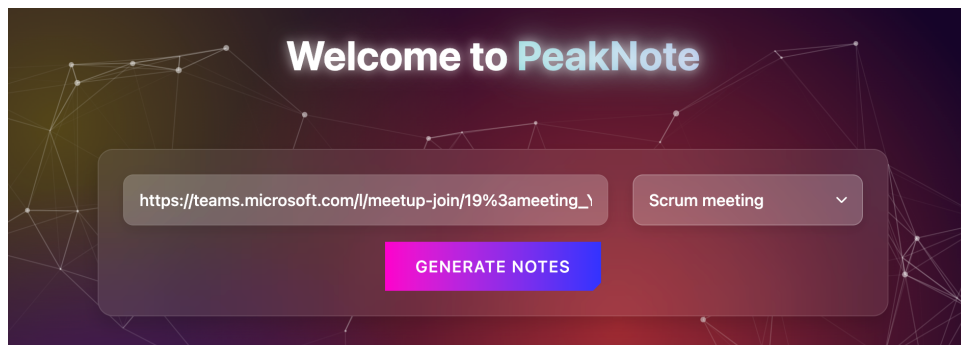


Figure 3: The main interface of PeakNote

3.2 Select a Template

From the dropdown menu of main interface, select the template that best fits your meeting type.

3.3 Generate Notes

Click the “Generate Notes” button of main interface(Fig 1). PeakNote will process the meeting and automatically generate structured minutes.

4. Available Templates

Template	Suitable for	Output Content
Standard Meeting	General discussions, cross-team coordination	Meeting summary, key points, action items
Client Meeting	Client reviews, presentations, external	Client feedback, agreed changes, next steps

	demos	
Scrum Meeting	Sprint reviews, agile retrospectives	Completed stories, issues, retrospective notes
Daily Standup	Daily syncs, development team updates	Individual updates, blockers, short announcements

5. After Notes Are Generated

5.1 Download

Click the “Download” button to export the meeting notes as a PDF file. This format is suitable for archiving or sharing externally.

5.2 Share

Click the “Share” button to send the meeting notes via email through Microsoft Outlook.

- A recipient selection window will appear(Fig 4)
- Select one or more recipients from the list
- Click “Send to Selected” to distribute the notes

This allows teams to quickly circulate minutes among stakeholders without leaving the interface.

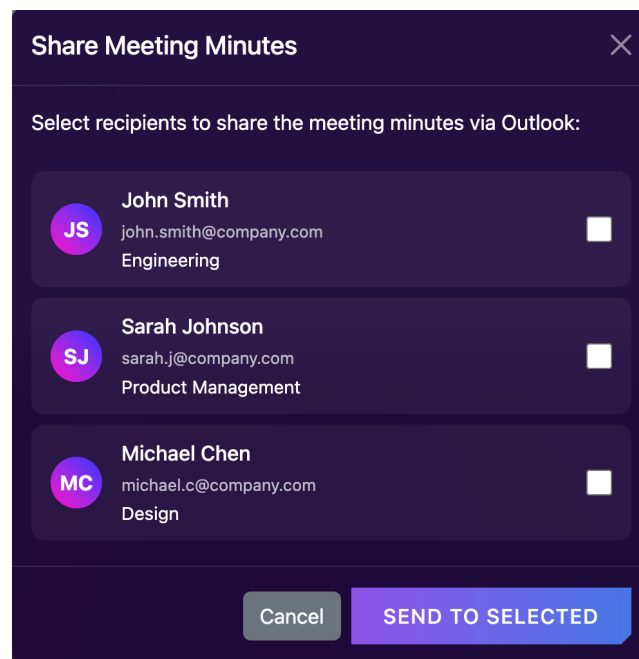


Figure 4: The sharing page of PeakNote

6. Recommendations for Best Results

- Ensure that the Teams meeting link is valid and accessible
- Select the most relevant template to optimize note structuring
- Notes can also be generated from past meetings, as long as the Teams link remains valid.