

Product Development Competition: Initial Submission

1. Project Overview

- **Project Title:** MeetMate - AI-Powered Automated Meeting Scheduling with Real-Time Transcription Translation and Task Management
 - **Team Name:** White Hates [MeetMate]
 - **Institution:** KONGU ENGINEERING COLLEGE
 - **Team Members:**
 - Dinesh Kumar B - Lead Developer
 - Harish C - Backend Developer
 - Dharaneesh S - Frontend Developer
 - Srinithi A - AI Integration Specialist
 - Priya Dharshini K - QA Engineer
 - **Date:** 11-09-2024
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2. Problem Statement

- **Business Challenge:** Many organizations face challenges in managing meetings effectively. Meetings often lack clear agendas, and manual task assignment results in missed follow-ups and poor accountability. Global teams encounter added difficulties with scheduling and language barriers, as translating meeting notes can be time-consuming. This leads to inefficiency, decreased productivity, and hindered collaboration across departments.
 - **Target Audience:** Project Managers, Team Leads, Developers and Technical Teams, HR and Administrative Departments.
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3. Background

- **Context:** The meeting management and collaboration industry is evolving rapidly, with organizations increasingly relying on digital tools to enhance productivity. Despite this growth, many teams continue to struggle with disorganized meetings, manual task management, and language barriers. **MeetMate** addresses these challenges by providing an AI-powered solution that automates meeting scheduling, offers real-time transcription

and translation, and streamlines task management, ensuring more efficient and productive meetings.

- **Why This Product: MeetMate** leverages advanced AI-powered automation and integration to deliver real-time agenda generation, task assignment, transcription, and translation. It effectively addresses inefficiencies in current meeting management systems, enhancing coordination, productivity, and accountability for teams across the globe.
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4. Product Concept

- **Vision:** To revolutionize meeting management through AI-powered automated agendas, real-time task assignments, and seamless translation, fostering enhanced collaboration for global teams.
- **Key Features:**
 - Automated Agenda Generation (based on task tracker)
 - Dynamic Task Assignment and Notification
 - Real-time Transcription and Translation
 - Automated Minutes of Meeting (MOM) Generation
 - Integrated Task Tracker Sheet for Progress Monitoring
 - Streamlined Scheduling via Google Calendar Integration

Unique Value: MeetMate integrates AI-powered real-time agenda creation, automated task management, and live translation, seamlessly connecting with project management tools. It provides a unified, efficient solution for managing meetings and tasks, significantly improving coordination and accountability for teams, regardless of their location or language.

5. Business Value

- ❖ **Benefits:**

- Enhanced Productivity
 - Improved Collaboration
 - Greater Accountability
 - Reduced Administrative Costs
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- ❖ **Market Potential:** The global meeting management and collaboration software market is projected to grow by 12% annually. This growth represents a significant user base of organizations seeking efficient solutions for both remote and in-office teamwork
 - ❖ **Revenue Model:** **MeetMate** will adopt a freemium model, providing a basic version with essential features for free and offering premium tiers with advanced functionalities, such as enhanced integration, real-time translation, and advanced analytics.
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6. Cost Overview

- **Development Costs:** Initial Development - \$1,000 for minimal technology setup, essential API integration, and basic testing.
 - **Operational Costs:** Monthly Costs - \$50 for basic server hosting. \$100 for API usage (Google Cloud Speech-to-Text and Google Translate). Total Estimated Monthly Operational Cost - \$150
 - **Cost-Benefit Analysis:** The very low initial development and operational costs provide a highly cost-effective way to launch MeetMate. The minimal financial investment reduces risk and allows for early validation of the product's value. As the product gains traction, these costs are manageable, and the potential for revenue growth outweighs the initial and ongoing expenses.
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7. User Interface (UI)

- **Design Summary:**

MeetMate features a streamlined and intuitive UI that prioritizes efficiency and ease of use. The design includes:

- a. **Easy-to-Navigate Dashboards:** Centralized control panel for scheduling, task management, and meeting insights.
- b. **Real-Time Updates:** Dynamic display of meeting transcriptions, translations, and task progress.

- c. **Minimal Clicks:** Simplified workflows for agenda creation, task assignment, and tracking to enhance user efficiency.
 - d. **Seamless Integration:** Connects smoothly with project management tools and Google services.
 - e. **Customizable Views:** Tailored interfaces for different user roles, such as Project Managers, Team Leads, and HR/Admin.
- **KeyScreen:** overview of scheduled meetings, upcoming tasks, and recent activity.

Home Dashboard:

1. Overview of scheduled meetings, upcoming tasks, and recent activity.
2. Quick access to create new meetings, view real-time transcriptions, and manage tasks.

Meeting Scheduling Screen:

1. Interface for setting up new meetings, including agenda input (auto-generated from the tracker sheet), date/time selection, and participant invites.
2. Integration with Google Calendar for scheduling and notifications.

Real-Time Meeting Screen:

1. Live display of meeting transcription and translation.
2. Task assignment interface and MOM generation tools.

Task Management Dashboard:

1. Overview of tasks, deadlines, and progress tracking.
2. Options to assign tasks, update statuses, and review completed items.

- **User Flow:**

1. **Login:** Users log in using Google OAuth, providing secure access to their personalized account.
2. **Dashboard Access:** Users are directed to their personalized dashboard, which displays an overview of scheduled meetings, tasks, and real-time updates.
3. **Meeting Scheduling:** Users navigate to the meeting scheduling screen to create or manage meetings. They input details, review the auto-generated agenda, and finalize scheduling with Google Calendar integration.

4. **Real-Time Meeting Management:** During meetings, users can view live transcriptions, translations, and task assignments. They can also generate and review MOM in real-time.
 5. **Task Tracking:** Post-meeting, users access the task management dashboard to review, assign, and track tasks. They can update task statuses and monitor deadlines.
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8. Technical Overview

- **Components:**

1. **User Authentication and Dashboard Access:** Secure user login and personalized dashboard access.
2. **Meeting Scheduling:** Interface for setting up and managing meetings.
3. **Task Assignment:** Tools for assigning and tracking tasks.
4. **Task Tracking:** Dashboard for monitoring task progress and deadlines.

- **Technologies:**

1. **Streamlit:** Framework for building the application interface.
2. **Google OAuth:** For secure user authentication and access.
3. **Google Cloud Speech-to-Text API:** For real-time transcription of meeting audio.
4. **Google Translate API:** For translating transcripts into different languages.
5. **Gmail API:** For automating task notifications and reminders.
6. **Google Sheets API:** For managing agendas and tracking tasks.
7. **Google Calendar API:** For scheduling meetings and managing calendar events.

- **Integration:**

1. **Google OAuth:** Provides secure and straightforward user access.
 2. **Google Sheets and Calendar APIs:** Enable seamless management of meeting agendas, scheduling, and task tracking.
 3. **Google Cloud Speech-to-Text:** Facilitates real-time transcription of meeting content.
 4. **Google Translate:** Enhances communication by translating transcriptions.
 5. **Gmail API:** Automates notifications and reminders for tasks, ensuring timely follow-ups and accountability.
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9. Conclusion

- **Summary:** MeetMate significantly improves team collaboration, accountability, and efficiency, particularly for global teams. Its intuitive UI and real-time features streamline the entire meeting process, enhancing productivity and ensuring seamless communication across diverse teams.
- **Next Steps:**
 1. **Market Research & Validation:** Conduct thorough market analysis to understand user needs, validate product features, and identify potential market opportunities.
 2. **User Testing:** Implement user testing to gather feedback, refine the user interface, and ensure the product meets user expectations and requirements.
 3. **Partnerships & Integrations:** Establish partnerships and integrate with relevant tools and platforms to expand functionality and enhance the product's value proposition.