

A Web Page

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# Sign In

User Name:

Password:  

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Create DD / MM / YYYY

search Team

My Calendars

- Hulk
- Batman
- Ironman

Add other Calendar +

- Google Calendar
- MS Calendar

Information Tab:

- Agenda
- Summary
- Action Items
- Tickets created
- Analysis Report

Click to view

8:00

9:00

10:00 CoPilot meeting review on Automation  
10:00 - 10:30 Click for More info

11:00

12:00

13:00

14:00

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Create    DD / MM / YYYY     

search Team

My Calendars

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Add other Calendar + 

- Google Calendar
- MS Calendar

8:00    Meeting title: CoPilot meeting review on Automation

9:00    Select date and time: DD/ MM/ YYYY HH:MM

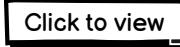
10:00    Add participants:  

11:00        

12:00     Add location

13:00       

14:00    

Information Tab:  
 Agenda  
 Summary  
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    DD / MM / YYYY

## Information Hub

[Summary](#) [Agenda](#) [Tickets Created](#) [Analysis Report](#)

01 / 02 / 2026 **Meeting Title:** Which LLM we can use for better reponse and why?  

**Participants:**    

**Agenda:**

-  Choosing the color pallet
-  Making it available in other language like French, English, other
-  Providing the answers to user by crawling through the company info

< Pervious meet on 12/12/2025 Click to view >

**Discussed:**

-  High level requirement
-  Resource, why factor, what, & how
-  Timeline and beta version

Status: Done  

**Action Items:** Testing and providing the analysis and feasibility on the dicussed items  Click to view ticket

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## Information Hub

Create DD / MM / YYYY

Summary Tickets Created Analysis Report

01 / 02 / 2026

### Tickets Created

	Issue Type	TaskID	Title	Reporter	Assignee	Status			
<b>JIRA:</b>	Task	MEET001	Wireframe High fidelity	Tony Stark	Hulk	To-Do			
	Story	AUTO234	Platform feasibility for end user	Tony Stark	Spider-Man	In-Progress			
	Epic	ML9801	Accessibility	Tony Stark	Thanos	In-progress			
<b>Asana:</b>	Task	AS-101	Social Media Launch Assets	Tony Stark	Black Widow	To-Do			
	Milestone	AS-102	Finalize Copilot Brand Guidelines	Tony Stark	Captain America	In-progress			
	Approval	AS-103	Review POC Demo Video	Tony Stark	Thor	In-progress			
<b>Linear:</b>	Bug	LN-42	Fix OAuth callback latency	Tony Stark	Ant-Man	Backlog			
	Feature	LN-43	Transcript parser	Tony Stark	Black-Panther	Done			

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Create       DD / MM / YYYY

## Information Hub

Summary    Agenda →    Tickets Created →    **Analysis Report** →

### Talk Time Distribution

Total: 48 min

Category	Percentage
Pink	40%
Purple	25%
Blue	25%
Green	10%

### Meeting Sentiment Trend

Positive    Negative Sentiment

Time	Positive	Negative
06:00	Low	High
10:00	High	Low
15:00	Medium	Very Low

### Meeting ROI/Cost

75%

45 / 60 min  
Goal Time Spent

### Project Topics

- High Engagement
- Moderate
- Low/Silent

API, Integration, User Feedback, Roadmap, Deployment, Latency, Features, UX Pain Point, Sprint Planning, To-Do, In-Progress, etc.

### Project Task Status

UX Pain Point    In-Progress    To-Do

Status	Percentage
UX Pain Point	45%
In-Progress	30%
To-Do	25%

Sprint Planning    Total Tasks: 220

### Frequent Topics

User Latency, Deployment, API Latency, Feature, UX Pain Point, etc.

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Create          DD / MM / YYYY

## Information Hub

[Summary](#)    [Agenda](#)    [Tickets Created](#)    [Analysis Report](#)

01 / 02 / 2026    **Meeting Title:** Project "Meeting Copilot" Sync    Meeting Duration: 45min    Participants:

**Executive Summary:** The team discussed the technical feasibility of integrating Jira, Asana, and Linear APIs for the upcoming POC. The primary goal is to ensure a "Single Source of Truth" where meeting action items are automatically synced to the user's preferred task manager.

**Key Decisions Made**

>> **Unified API Strategy:** Confirmed the use of a unified API layer to handle Jira, Asana, and Linear to reduce initial development time by approximately 40%.

>> **Authentication:** Settled on OAuth 2.0 as the standard for all external user connections to ensure data security.

>> **MVP Scope:** Decided to prioritize Linear for the first functional demo due to its high-speed GraphQL API.