

# Audio Recording Issue & Transcript Review

December 5, 2025. Duration 45m

## Participants

- Organizer
- Calin
- Alec Covai

## Meeting Summary

The team discussed a Teams recording issue caused by missing microphone permissions. They reviewed steps to confirm permission changes, generate a transcript from the audio, and load it into MVP1. Plans to demo the solution with Alec Covai were also outlined, along with follow-up actions to verify audio capture and speaker mapping.

## Meeting Purpose

### Meeting Purpose:

The purpose of this meeting was to troubleshoot Teams audio recording problems, ensure accurate transcript generation, and prepare a demonstration for stakeholders.

## Key Takeaways

- Teams requires microphone permission for audio to be captured.
- Permission issues caused the recording to be silent.
- Transcript generation will be performed via speech-to-text.
- Speaker mapping will be verified in the transcript.
- A demo with Alec Covai is scheduled for tomorrow.

## Action Items

Person(s)	Item	Due Date
Organizer	Confirm microphone permission is enabled in Teams	Today
Calin	Create transcript from the audio recording	Today
Calin	Upload transcript into MVP1 and verify speaker tags	Tomorrow
Calin & Organizer	Coordinate demo with Alec Covai	Tomorrow
Organizer	Confirm that audio was successfully recorded	Today

## Topics

**Audio Permissions** – Discussed the need for Teams microphone access.

**Transcript Generation** – Planned to use speech-to-text to produce speaker-labeled text.

**Demo Planning** – Scheduled a demonstration with stakeholder Alec Covai.

**Speaker Mapping** – Reviewed how to identify and map speakers in the transcript.

## Next Steps

- **Organizer:** Verify microphone permissions and confirm audio capture.
- **Calin:** Generate transcript, upload to MVP1, and prepare demo.
- **Alec Covai:** Participate in the demo scheduled for tomorrow.