

# Meeting Title

28 Jan 2024 • 14:34 - 14:46 (12 min)

## Participants

- Cosmin Ghinea
- Calin Vlad
- Eden (mentioned)
- Anton (host server discussion)

## Meeting Summary

The meeting focused on progressing a bot project that records Microsoft Teams meetings, transcribes audio to text, and automates the creation of meeting minutes. Discussion covered Sprint 1 outcomes, Sprint 2 objectives, testing plans, and hosting considerations.

### Meeting Purpose

To plan the next steps for integrating an audio recording bot into Microsoft Teams, ensuring automated transcription and seamless upload of minutes into the existing system. The team also aimed to confirm server hosting strategy and discuss protective measures against prompt injection.

### Key Takeaways

- Bot must act like a normal user to join Teams and record audio.
- Transcription will be stored in a standard file format and processed by the system to generate minutes.
- Testing of prompt injection protection is planned for next meeting.
- Hosting solution must be decided; Anton will be consulted for server options.
- Future meetings require automated file upload to avoid manual steps.

## Action Items

Person(s)	Item	Due Date
Calin Vlad	Save the audio meeting file and send to Cosmin via Discord by Monday	Due: Mon, 28 Jan 2024
Cosmin Ghinea	Set up a tool on Discord to receive the audio file and forward to team	Due: Mon, 28 Jan 2024
Anton	Provide a mini server or hosting solution for the bot	Due: TBD
Calin Vlad	Test bot's ability to delete first 10 minutes of conversation for protection	Due: Mon, 28 Jan 2024

# Topics

## Bot Development & Testing

- Ensure bot joins Teams as a user, records audio, and transcribes.
- Handle browser settings for bot compatibility.

## Sprint Planning

- Review Sprint 1 results (transcription pipeline).
- Define Sprint 2 objectives: automated file upload and integration.

## Server Hosting & Infrastructure

- Decide on hosting location (Anton's server or external provider).
- Discuss potential hosting costs and maintenance.

## Security & Protection

- Implement prompt injection protection (delete first 10 minutes).
- Plan for safe deletion of sensitive conversation parts.

# Next Steps

## Calin Vlad

- Save and share the audio meeting file on Discord.
- Test bot's protection feature next week.

## Cosmin Ghinea

- Set up Discord tool to receive files.
- Coordinate with Anton for server hosting.

## Anton

- Provide a hosting solution or server details.