



# MEETING SUMMARIZER

REVOLUTIONIZING MEETING PRODUCTIVITY WITH AI

# MEMBERS

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# THE CHALLENGE

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Meetings often result in long transcripts, making it hard to extract actionable insights.

Key points:

- Time wasted sifting through data
- Missed decisions and unclear action points
- Lack of tools for automated keyword highlighting or sentiment analysis

# OUR SOLUTION

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AI-powered tool for meeting summarization and action extraction.

## **Key Features:**

- Text summarization (key points, decisions, and action items)
- Keyword highlighting and sentiment analysis
- Intuitive user interface for viewing, downloading, or sharing summaries

# HOW IT WORKS

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**1. Input:** Upload meeting transcripts (text, PDFs, or live transcription).

**2. Processing:**

- Text summarization for key insights
- Sentiment analysis and keyword extraction
- Decision and action point generation

**3. Output:**

1. User-friendly summaries, bulleted lists, or downloadable files



## TECHNOLOGY STACK

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- Backend: Python, NLP libraries (Hugging Face, spaCy, NLTK)
- **AI Models:** Gemma 2 AI for NLP tasks
- **Frontend:** Streamlit for an interactive, web-based UI

## WHY OUR SOLUTION STANDS OUT

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- **Time-saving**
- **User-friendly**
- Action-oriented
- Customizable

Feature	Description
<b>Time-saving</b>	Instantly distill lengthy transcripts into key insights.
<b>User-friendly</b>	Clean, simple interface for easy navigation.
<b>Action-oriented</b>	Focus on decisions and actionable items.
<b>Customizable</b>	Supports text, PDFs, and live transcriptions.

# CHALLENGES & FUTURE SCOPE

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## **Challenges:**

- Fine-tuning the AI model for accuracy.
- Handling diverse input formats.

## **Future Scope:**

- Real-time summarization during live meetings.
- Advanced features like multilingual support.
- Integration with popular collaboration tools (Slack, Microsoft Teams).

# CONCLUSION & CALL TO ACTION

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## **Summary:**

Our project simplifies meeting management by leveraging AI to extract actionable insights from conversations.

## **Call to Action:**

- Feedback or funding support for scalability.
- Collaboration opportunities to refine and deploy the tool.

THANK YOU

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