Enterprise Generative AI - Solution for AI Meeting minutes and summary

computer :: technologies

Your Solution Partner

Introduction

The Smart Meeting Assistant AI solution enhances business efficiency and public service delivery by transforming video meetings into structured, searchable transcripts with real-time multilingual translation, ensuring accessibility and inclusivity.

AI-Powered Speech-To-Text (STT) Conversion	Automated Summarization of Minutes	Action Item Extraction for task assignment and progress tracking

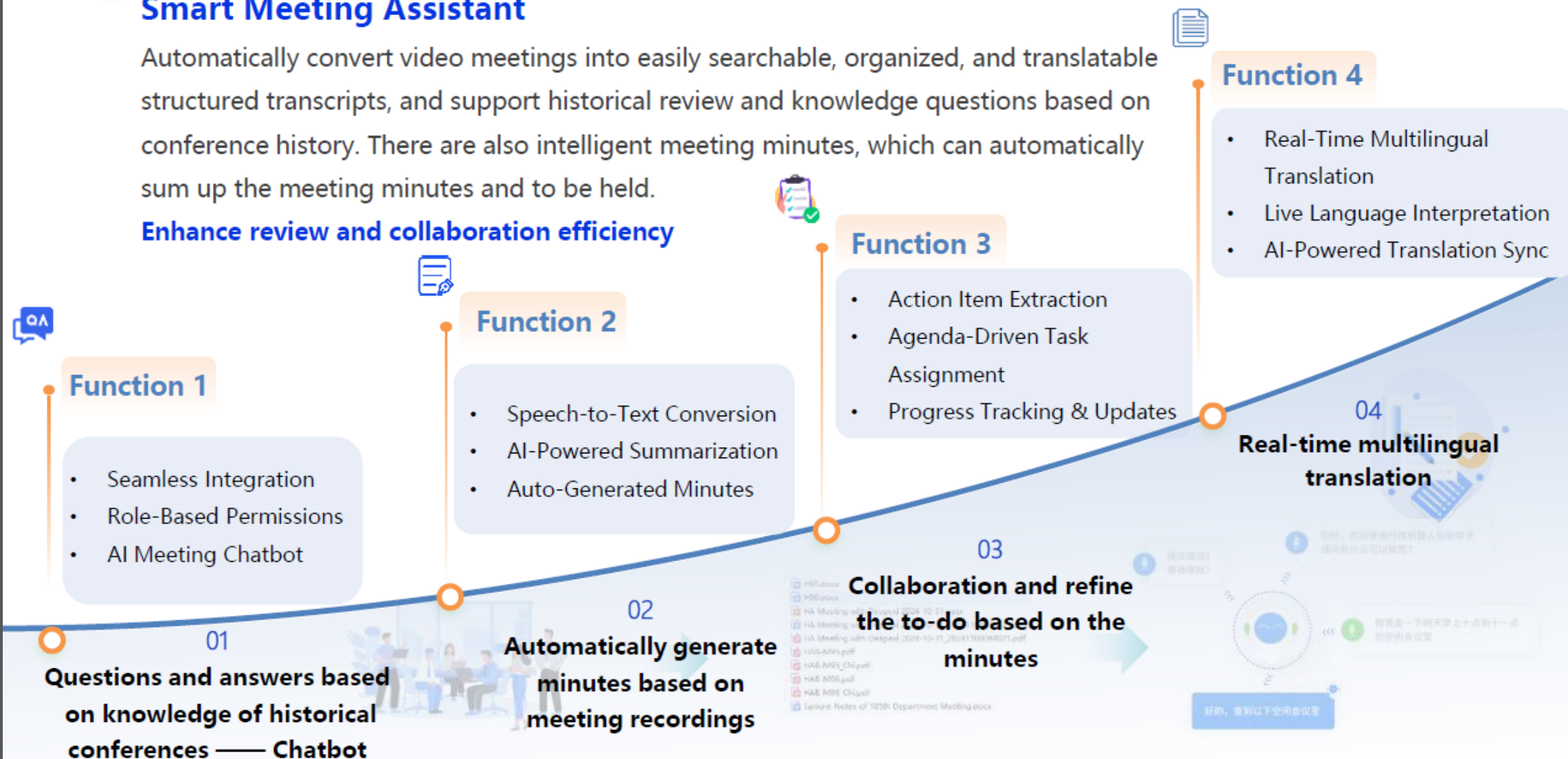| Role-based Permissions and Historical Conference Chatbot	Cross-language Communication

Smart Meeting Assistant

Smart Meeting Assistant

Automatically convert video meetings into easily searchable, organized, and translatable structured transcripts, and support historical review and knowledge questions based on conference history. There are also intelligent meeting minutes, which can automatically sum up the meeting minutes and to be held.

Enhance review and collaboration efficiency

Function 1
- Seamless Integration
- Role-Based Permissions
- AI Meeting Chatbot

Function 2
- Speech-to-Text Conversion
- AI-Powered Summarization
- Auto-Generated Minutes

Function 3
- Action Item Extraction
- Agenda-Driven Task Assignment
- Progress Tracking & Updates

Function 4
- Real-Time Multilingual Translation
- Live Language Interpretation
- AI-Powered Translation Sync

01
Questions and answers based on knowledge of historical conferences —— Chatbot

02
Automatically generate minutes based on meeting recordings

03
Collaboration and refine the to-do based on the minutes

04
**Real-time multilingual translation**

Chatbot for Meeting

Goal: Provide services for enterprise with AI chatbot. The Chatbot can retrieve through a knowledge base to offer precise answers based on users ' input. It also supports multi-document type retrieval, multilingual translation, and output, enabling the platform to swiftly respond to users' needs.

Chatbot

➤ **Multilingual Output Support:** Capable of identifying user' consultation questions and replying in the corresponding languages.

➤ **Multi-document Retrieval Support:** Supports uploading document formats like PDF, Word, MD, and images, and enables slicing by selecting different title levels.

➤ **Similar Question Identification Support:** Facilitates precise identification of similar questions and accurately distinguishes between alike problems.

➤ **Markdown Format Support:** Allows sliced content to be adjusted in Markdown format, enhancing the diversity of reply answers.

➤ **Compliance Risk:** Refuse to answer sensitive questions or provide "absolutely accurate" responses to mitigate risks.

➤ **Slice Retrieval Accuracy:** Remove invalid data and capture critical unique information to enhance recall accuracy.

Features

➤ **User-friendly:** Enabling users of all ages and technical backgrounds to easily interact with the platform.

➤ **Trustworthy information sources:** Ensure all provided information is sourced from credible databases.

➤ **Trace historical information:** Trace historical queries to understand user behavior and needs, and display a meeting report based on the meeting records.
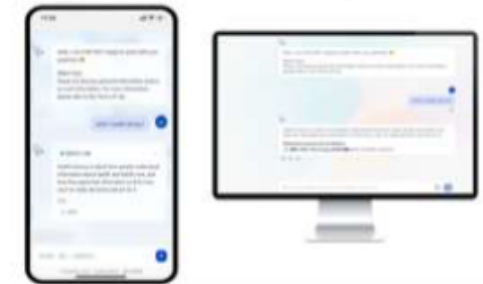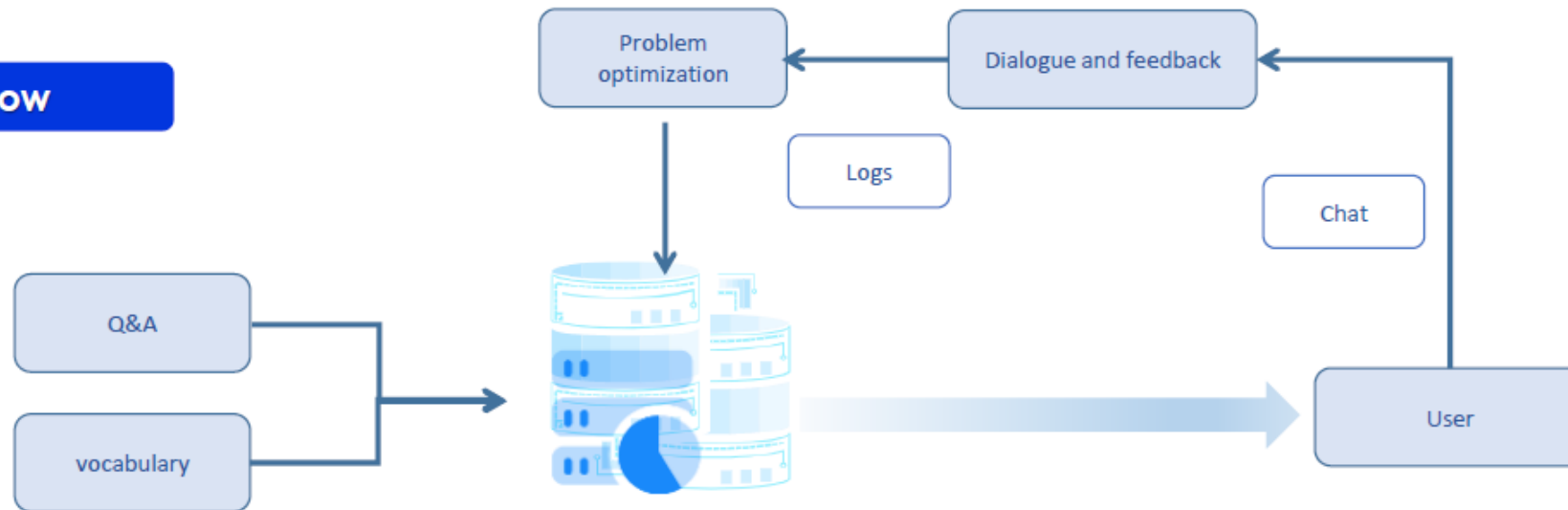
Chatbot for Meeting | Chatbot Design

Technology

- **AI Agent product:** We can provide an agent creation management platform that enables users to create, configure, and deploy large language model (LLM)-based Chatbot to implement natural language question answering.
- **Knowledge base management:** This function shards documents and writes them to the vector library through embedding, and can also perform search on the answer's source.
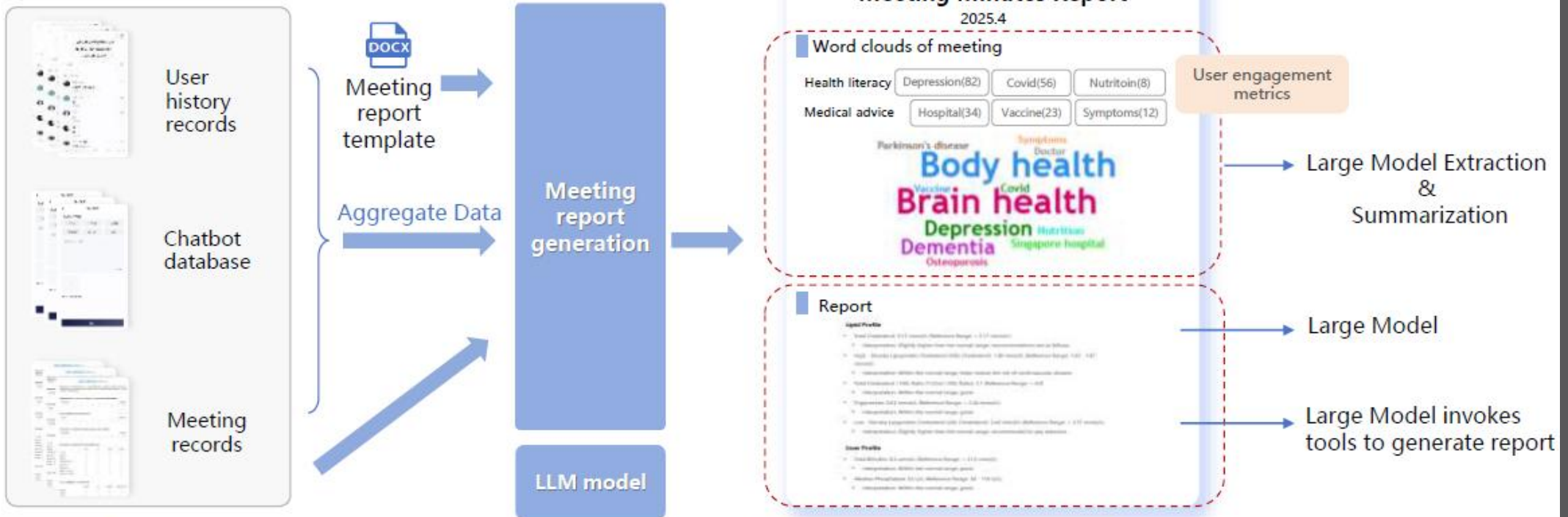
Expected Performance

- **Scalable System:** Chatbot can be scalable to support 200+ concurrent users with consistent response times under 5 seconds.
- **Reliable System and Availability Guarantee:** We can guarantee 99.9% availability and maximum downtime of 2 hours.
- **Increase in Customer Retention Rate by 20%.**
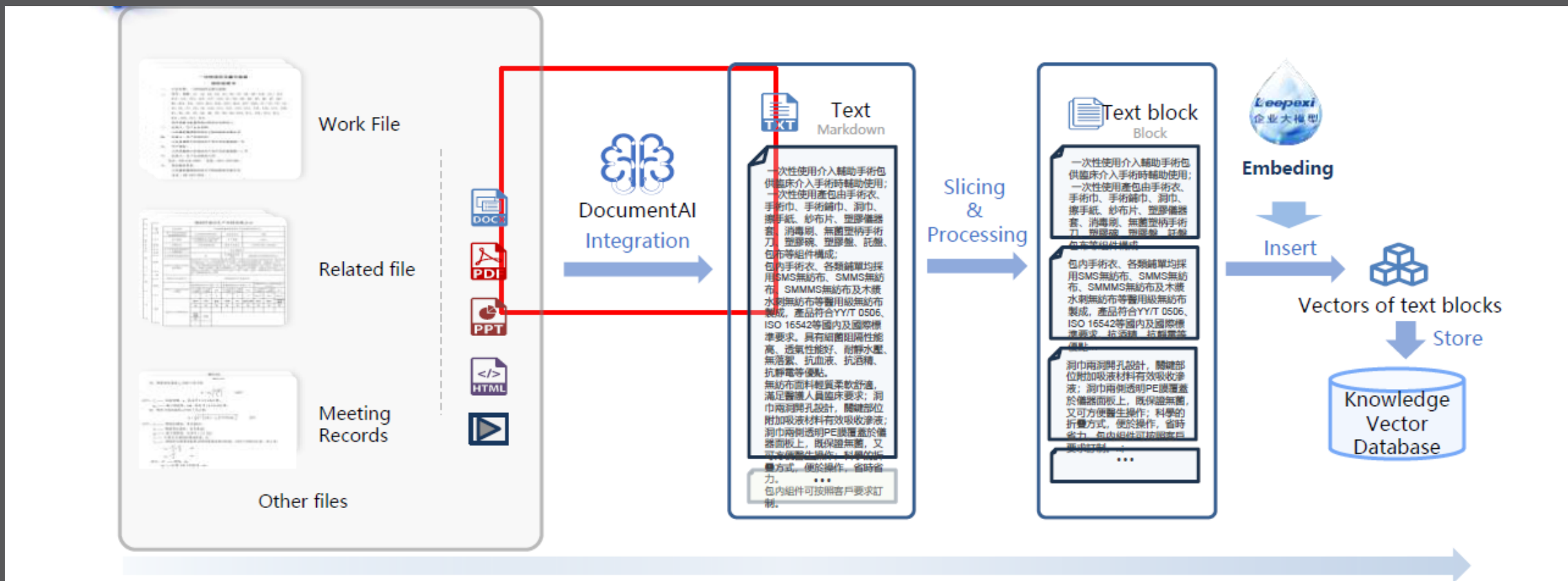
Workflow

Meeting Minute Report Generation

Workflow

Meeting Minutes Report
2025.4

Word clouds of meeting

| Health literacy | Depression(82) | Covid(56) | Nutritoin(8) |
| Medical advice | Hospital(34) | Vaccine(23) | Symptoms(12) |

User engagement metrics

Parkinson's disease Symptoms Doctor
Body health
Vaccine Covid
Brain health
Depression Nutrition
Dementia Singapore hospital
Osteoporosis

→ Large Model Extraction & Summarization

Report

→ Large Model

→ Large Model invokes tools to generate report

User history records

Meeting report template

Chatbot database

Aggregate Data

Meeting report generation

Meeting records

LLM model

Technology

- **Consolidate Prompt:** Aggregate data into a unified format.
- **Identify Patterns:** Apply NLP or clustering algorithms to detect trends in user data.
- **AI:** The LLM synthesizes insights, such as identifying frequent user queries and summarizing trends.

Expected performance

- Be able to track key user engagement metrics, including login frequency and generate word clouds of common queries, providing insights into user behavior and information needs.
- The report will be able to conclude and analyze the main results and contents during the meeting.

Document AI | Precise Extraction & Processing

Workflow

1. Data Integration
- References from meeting define answers.
- Answers are traceable to original documents, ensuring accountability.
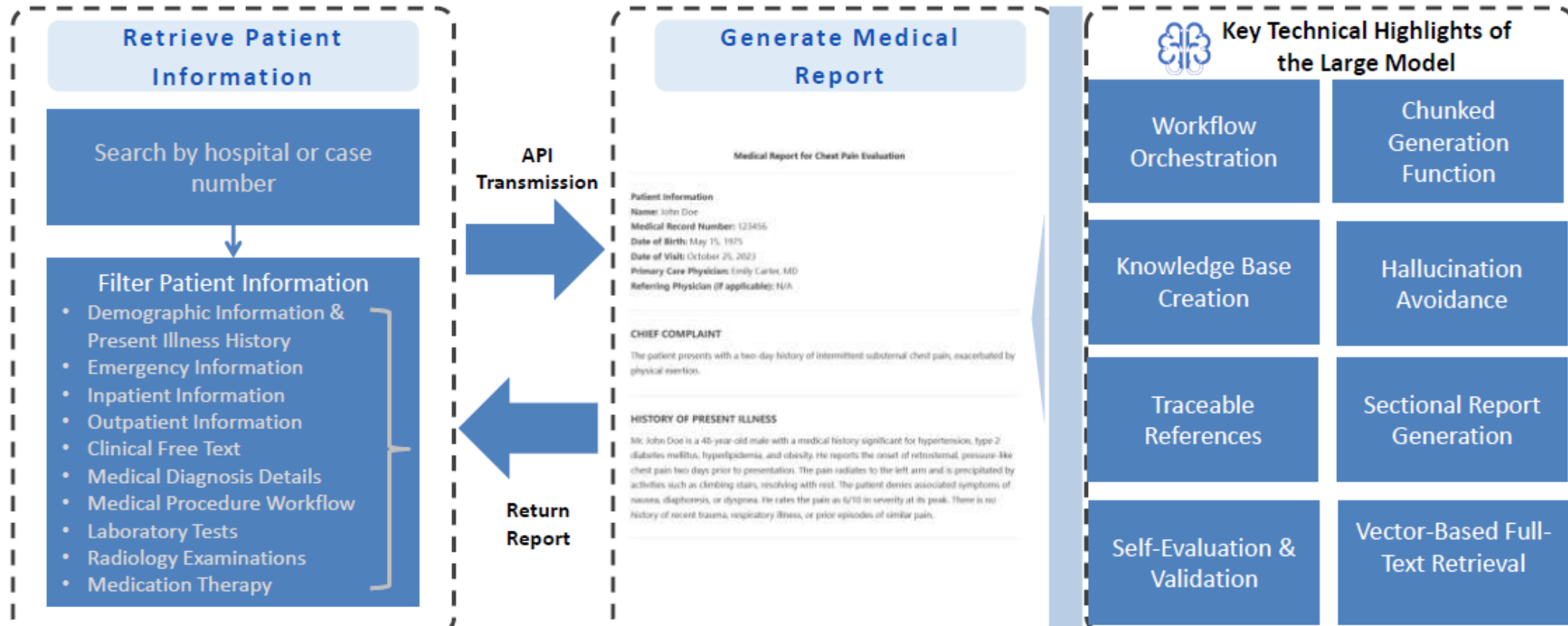
2. Smart Slicing Techniques
- Enhances data quality for better response accuracy.
- Match user queries to relevant database content.
- Optimizes search efficiency for large documents.

Customer Case

Hospital

> **Input**: Doctors access the patient's past medical records through the front-end interface, select various types of data from them to generate the report, and submit the data to a large language model.

> **Output**: Generate and return the medical diagnostic report based on the report template and format, thereby improving efficiency of medical treatment.

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