

AI Office Assistant Hub

Streamlining Your Meetings with Intelligent Automation.



AI Meeting Minutes

AI-Ops

Cybersecurity

5.5G

AI Office Assistant Hub

AI Meeting Minutes

AI Superhighway

AI+

ESG

Supercomputing

AI Meeting Minutes

AI Office Assistant Hub - AI Meeting Minutes

Key Features

AI-Powered Meeting Minutes Solution Capabilities

Speech Recognition

Real-time voice-to-text transcription with high accuracy in multiple languages

AI Summarization

Automatic extraction of key points, action items, and decisions

Smart Formatting

Professional meeting minutes with automatic structure and formatting

Data Privacy

Local processing with encryption, compliant with PDPO requirements

Analytics

Meeting insights, speaker analysis, and productivity metrics

Integration

Seamless integration with calendar, email, and collaboration tools

Benefits & Value

Transform Your Meeting Experience

- ✓ Save **70%+** of meeting documentation time
- ✓ Eliminate manual note-taking and focus on discussion
- ✓ Never miss any action items or follow-ups
- ✓ Instant sharing with meeting participants

Key Metrics

TIME SAVED

70%+

CANTONESE ACCURACY after
Training

>90%

DATA SECURITY

100%

MEETINGS INTELLIGENCE

Accurate Cantonese Style Meeting Transcription

- Automatic Transcription: Speaker identification with no manual notes needed.
- Multi-language: Native support for English, Cantonese, and Mandarin.
- >90% Accuracy rate
- AI Analysis: Automatically extracts insights, decisions, and action items.

Original Audio

0:00 9:14

Meeting Transcript
AI-generated transcript with speaker identification

Attendance Edit

Felicia 06:07

一個 invoice 係呢度，咁樣嘅，我就就問咗阿 Thomas 嘅指示，去 test 咗佢嘅三個 scenario 嘅。咁呢度就三個 scenario 嘅，可以見到即係其實就係 input 返，按 New Case 輸入相應的 document 落去，然後就可以 proceed 到 result 咁樣嘅。咁呢，講一講，逐個講嘅。第一個 scenario 呢，就是 93% accurate 嘅呢一個嘅，呢一份 document 係嘅。咁佢有一個，兩個，三個，四個，四樣嘢要 test 嘅。咁 ok 咁嘅呢，就係 high medium 個 service 應該就係講呢個嘅嘅。咁 ok 嘅，auto-generate credit request email including details，咁就係講緊 craft credit note 嘅嘅嘅，但都 craft 到無問題。然後呢度都 show 到個 quantity difference，就係第三個 include detail calculation 呢個位，又 show 到嘅，跟住就 is ruled to approve preventing auto payment approve，咁就，但係呢度嘅，因為我頭先禁咗，咁但係佢之前係個 pending 個位嘅嘅嘅，咁所以呢個都有問題。咁但係呢，就去到第一句嘅，即係這個 process automatically detects a 4% shortage，一嚟我唔係幾知道，但要講嘅係乜嘢嘅。咁呢，頭先 Ceci 就問我講返話，應該係講個 variance，但係呢，呢個 case 係 0084 嘅嘅，0084 呢個 case，咁呢，我就就問呢度唔唔到個相應嘅 number 係嘅。咁就

Winnie 02:38

唔，得，繼續講嘅。我覺得呢一個呢都 minor 嘅，即係呢個 bug 都係 minor 嘅。當然呢，我就如果淨係得呢個 bug 嘅話，我覺得星期五可以照 go ahead internal 去 show 返呢個 demo 比 Conica 睇嘅。meanwhile 星期二就叫 Thomas 去 fix 返咁樣嘅。係嘅，咁我睇下就有冇其他 item。

Felicia 03:05

好嘅，咁第二個 scenario 呢，就，你見到我呢度 tick 嘅嘅。咁我簡單講嘅，其實都 ok，冇乜問題嘅，冇乜 bugs 嘅，要整嘅都整到。

AI Analysis
Click any section to edit - AI-generated insights from the meeting

Executive Summary

The team reviewed testing outcomes for the invoice processing automation tool in preparation for an upcoming client demo with Conica. While Scenario 2 passed successfully, Scenarios 1 and 3 revealed minor bugs regarding variance detection and shipping fee matching. Leadership determined these issues are non-critical and approved proceeding with the internal review tomorrow and the client demo on Friday. Immediate priorities include specific UI terminology updates to ensure product generalization, parallel bug fixing, and finalizing compliance communications.

Key Topics

Product QA & Testing Client Demo Preparation UI/UX Refinement

+ Add

Discussion Summary

+ Add Key Point

- Scenario Testing & Demo Validation

Context & Proposal: Felicia presented results for three invoice processing scenarios to validate system accuracy ahead of the client demo.

Discussion & Blockers: Felicia reported **Scenario 1** achieved 93% accuracy, successfully crafting credit notes, though it flagged a minor "4% shortage" variance bug. **Scenario 2** was confirmed error-free. For **Scenario 3**, Ceci noted a logic flaw where the LLM incorrectly matched shipping fees despite missing PO/GRN data, although high risks were correctly flagged. Winnie clarified this was a backend matching bug rather than an OCR failure.

Resolution & Outcomes: Winnie authorized proceeding with the Friday client demo, deciding to fix bugs in parallel. Thomas will address the variance issue, and Ceci will investigate the shipping fee logic.

- UI Refinements & Meeting Logistics

Context & Proposal: Winnie reviewed the UI terminology for global applicability and coordinated the internal dry-run schedule.

Discussion & Blockers: Winnie requested renaming "Import from Sun System" to "Import from Payment System" to avoid Holiday Inn-specific branding. A non-functional "eye" icon was also

MEETINGS INTELLIGENCE

PUT MEETING INSIGHTS TO ANALYSIS

- Market first AI tool that can capture meeting insights to plan for next business actions or perform data analysis

Common client inquiries Effective responses Meeting preparation tips

Based on my previous client meeting, please suggest the top 3 questions usually asked by the clients, and how should I answer them

I will search for the most recent client meeting transcripts and summaries to identify common questions and concerns raised by clients. Then, I will look for company policies or standard operating procedures (SOPs) that provide guidance on how to address these specific topics.

∨ +1 more item

>  Knowledge Search
Found 5 relevant passages 

>  Knowledge Search
Found 5 relevant passages 