



By KanHan Technologies Limited

AI Meeting Minutes

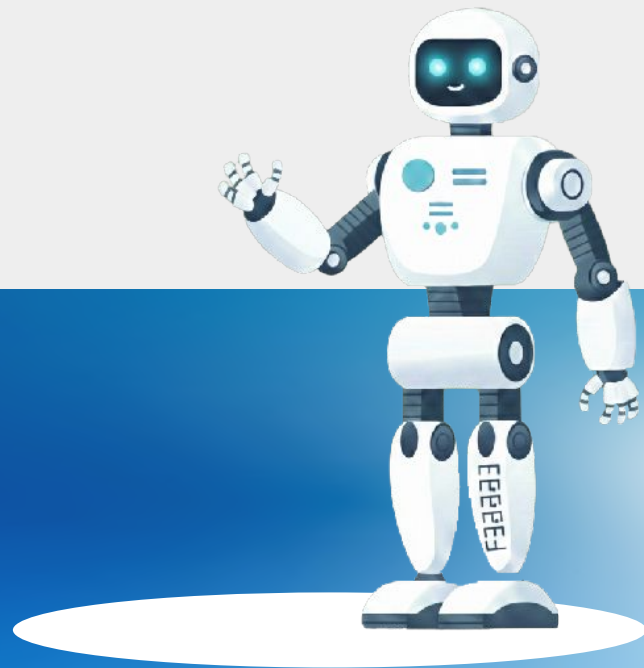
AI Meeting Minutes

Karmet is an AI meeting transcription and management solution purpose-built for Hong Kong enterprises.

Voice to Text

English-mixed Cantonese Meetings

Intelligent Document Processing



Build Your Knowledge Base in 4 Simple Steps



1



2



**Upload
Your Recording**



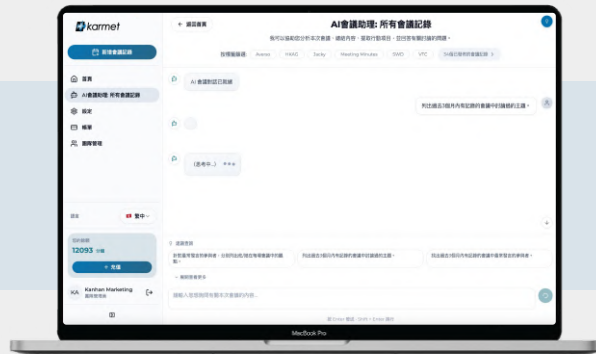
**Auto-Transcribe &
Build Minutes**

3



Review
& Finalise

4



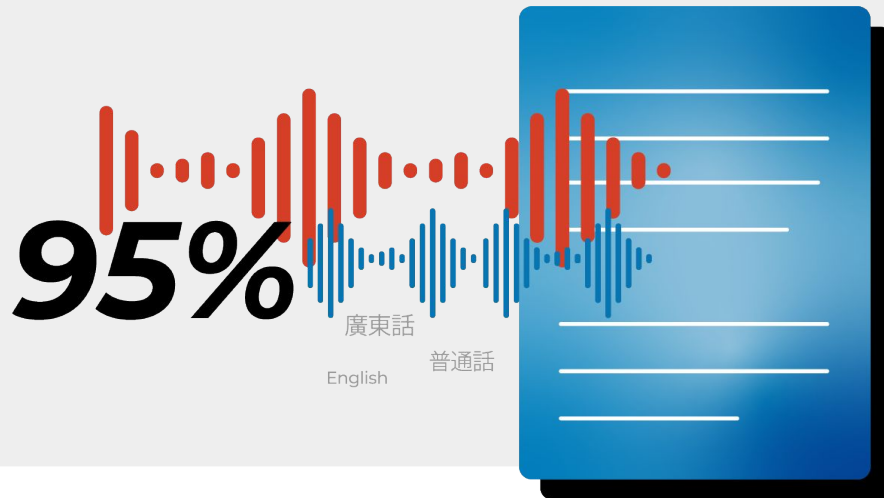
Ask Your
Document

Why Karmet?



English–Cantonese Mixed Speech Ready

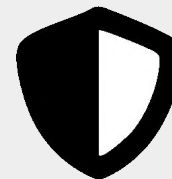
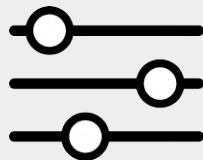
It accurately captures
**English-Cantonese mixed and
Putonghua** conversations,
including code-switching and
technical terms with **95%+**
transcription accuracy.



Jason (Executive - Video/KOL) 00:00:56 - 00:01:04

噶日啱啱收咗片，聽日會畀第一個version睇。今次條片會有兩位媽媽級嘅KOL做unboxing，效果應該唔錯。明白，我會喺星期五前，將成份5月嘅schedule upload上Monday.com畀大家final check。

Tackle AI Hallucinations



Data Grounding (RAG)

Precise Parameter Tuning

Prompt-Level Guardrails



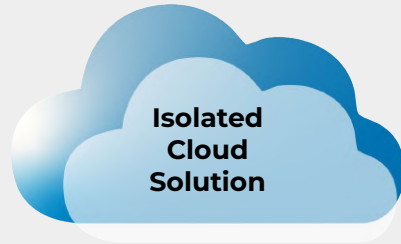
Secures Your AI Environment

Private Cloud Deployment Full control over data and multi-division collaboration

Full Data Encryption Strictly prohibits access by unauthorized personnel

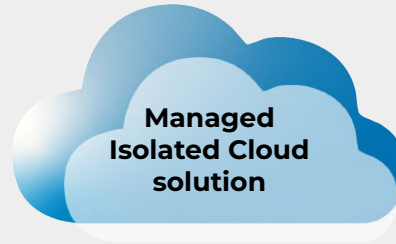
Strict Access Controls Ensure users can only access information within their authorized scope

Flexible Deployment



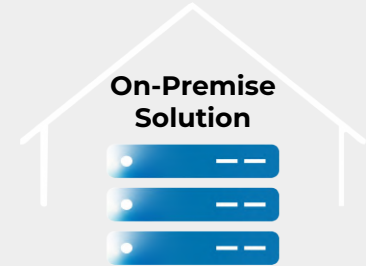
A dedicated instance within your own cloud

With existing cloud set up and cloud and system engineers



A fully managed single-tenant environment

Strong isolation without the overhead of managing infrastructure



Installed directly on your own physical servers

With strict internal governance and on premise hardware infrastructure

Features Walkthrough



From Spoken Words to Structured Knowledge

Karmet records your meetings accurately and turns them into structured information.

Get the full transcript with

- A breakdown of decisions
- Action items
- Follow-ups
- Key quotes, and a clear bilingual summary — **All in one place**





編輯說話者名稱

將現有說話者名稱映射至新名稱。僅更新說話者標籤，字稿內容不會改變。

A → Derek (Manager) 已修改

B → Chloe (Content) 已修改

C → Ivan (Ads) 已修改

D → Sarah (Design) 已修改

E → Jason (KOL) 已修改

重置

取消

儲存更改

Automatically Identifies Who's Talking

Edit the speaker names to match your team members, and Karmet **updates the entire transcript instantly for clean, organised records.**

Review, Touch up And Publish

A Simple Review Flow:

AI drafts the minutes, your team fine-tunes the parts that matter, and **with one click**, the final version is shared to the right people.

早晨，大家今日主要諗下個月，即係五月份個Social Media Calendar，主要睇埋嘅緊兩星期嘅準備工夫先。

儲存

取消

Contextual Intelligence

Automatic Speech Recognition

Upload team-specific **jargon**, **glossaries**, or **past documents**.

The AI uses this "**Contextual Knowledge**" to improve transcription accuracy for that specific group.

團隊偏好設定

配置ASR設定、參與者列表和團隊行為偏好

ASR偏好設定

自動語音識別的預設設定

預設語言

自動

行業

其他

關鍵字 (每行一個或逗號分隔)

MPF (Mandatory Provident Fund), HRIS: Human Resources Information S

Custom Report Format

The screenshot displays the Karmet interface for managing report formats. On the left, the 'Team Management' (團隊管理) section is highlighted with a red box. It includes options for 'Team Preference Settings' (團隊偏好設定) and 'ASR Preference Settings' (ASR偏好設定). The 'Meeting Record Template & Summary Language' (會議記錄模板 & 摘要語言) option is highlighted with a red box. The main area shows a 'Template Directory' (模板目錄) with a search bar and a '+ Create Custom' (建立自訂) button highlighted with a red box. A 'Project Template' (Project Template) is shown with a 'Custom' label and a 'Create Custom' button. The 'Project Template' details include 'Created by: Kanhan Marketing' and 'Created: 22 Apr 2026, 10:28'.

團隊管理

團隊偏好設定
配置ASR設定、參與者列表和團隊行為偏好

ASR偏好設定
自動語音識別的預設設定

會議記錄模板 & 摘要語言
會議記錄生成的預設設定

參與者列表
此團隊的常見參與者 (在會議更新期間建議)

模板目錄
瀏覽並從全面的摘要模板目錄中選擇

最近使用

自訂 (1)

一般

會議

通話

面試

講座

進階

搜尋模板...

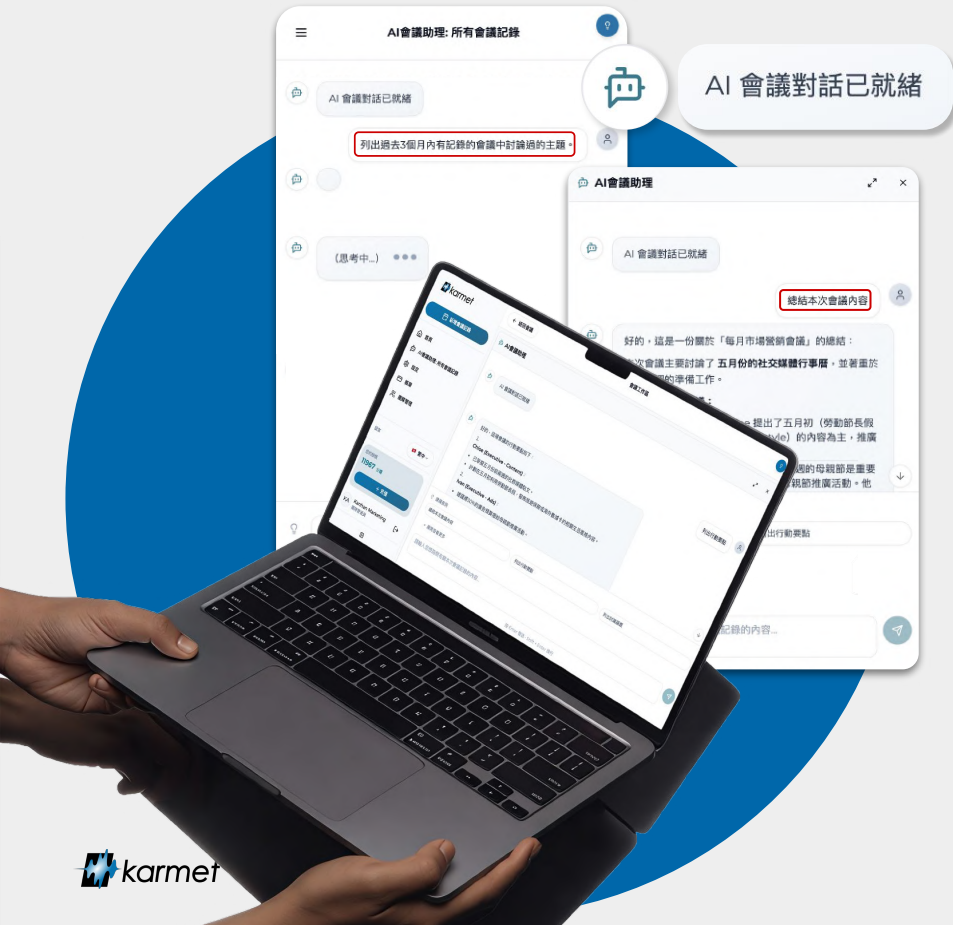
+ 建立自訂

Project Template Custom

Project Template

Created by: Kanhan Marketing
Created: 22 Apr 2026, 10:28

Choose the **perfect fit** for your business with our range of **professional templates** or **a fully customized option**.



Talk To Your Document

Single Document

Analyze single session with instant answers, clarifications, or key points pulled out for you.

Multi-document in the same tag

Answer strategic questions about trends, recurring topics, and personnel engagement over time.

Team Management

Provides **administrative view** of the organization's structure.

Organizes users into functional groups (e.g. HR, Finance, Marketing), **ensuring data isolation**.



Access Control

A structured list view to manage individual identities, enabling administrators to map users to specific organizational teams and define their system privileges by role.

名稱	用戶帳號 / 電郵	角色	團隊
 DS Derek So	derek.so	管理員	市場推廣部
 CC Chole Chan	chole.chan	成員	市場推廣部

Multi-Export Format

Offers **different export formats to suit different needs.**



The screenshot shows a web application titled "會議摘要" (Meeting Summary). It features a top navigation bar with "生成摘要" (Generate Summary), a refresh icon, and "匯出" (Export) with a dropdown arrow. The main content area is titled "會議摘要" and "會議概述" (Meeting Overview). Below this is a paragraph of text: "本次會議主要目的是討論並規劃五月份的社群媒體行事曆，備工作進行審視和確認。" (The main purpose of this meeting is to discuss and plan the social media calendar for May, and prepare work for review and confirmation.)

Underneath is the "主要參與者" (Key Participants) section with a bulleted list:

- Derek (Marketing Manager)
- Chloe (Executive - Content)
- Ivan (Executive - Ads)
- Sarah (Executive - Design)
- Jason (Executive - Video/KOL)

The next section is "主要討論要點" (Key Discussion Points) with a bulleted list:

- 五月份社群媒體行事曆規劃：主要討論五月份的內容策略，特別是前兩週的安...
- 勞動節長假內容：建議利用勞動節長假推廣生活風格內容，如旅遊保險和海外...
- 母親節推廣活動：確認母親節為重要節日，需進行專門推廣，並建議將30%的廣告預算撥給此活動。
- 視覺要求與風格：討論母親節推廣的視覺要求，建議使用暖色系燈光營造溫馨氛圍。
- KOL影片進度：確認KOL影片已收到，並將有兩位媽媽級KOL進行開箱。
- 行事曆上傳：確認五月份的完整社群媒體行事曆將上傳至Monday.com供最終審閱。

Overlaid on the right side of the screenshot is a white rounded rectangle containing two buttons: "匯出 PDF" (Export PDF) and "匯出 DOCX" (Export DOCX), both with document icons. To the right of this rectangle is a large blue Word icon with a white 'W' and a document icon, and below it is a red-bordered box containing the Adobe PDF logo and the text "PDF".

KanHan Introduction

kan
han



Make in HK

Our clients have confidence in our services, which effectively addresses the unique workflow requirements of Hong Kong corporations.

Make for HK

The largest green initiative and the top stringent financial compliance authorities in Hong Kong trust and select our services.

Tech for Good

We provide both on-premises and cloud solutions tailored to meet the needs of Hong Kong organization in a highly cost effective and inclusive way.

Ready To Turn Formal Meetings To Organization Insights?

Contact us for a Demo.

<https://www.kanhan.com/en/products/karmet>

