



Meeting Assistant

From Recording to Minutes, Close the Loop in 10 Minutes



1 Pain Points



- ⚠️ 2 Hours to Organize
- ⚠️ Decisions Are Easily Missed
- ⚠️ History Is Hard to Search

2 Speech-to-Text



00:01:12 Chair: Let's first discuss Plan A...

00:03:45 Director Zhang: I suggest handling it this way...

00:06:20 Manager Li: We need supplementary materials...

...

3 Smart Summary

AI



- 300-Word Summary
- 3-5 Key Conclusions

4 Action Item Extraction

Owner	Task	Deadline

- ✓ Automatically Organize Action Items

5 AI Q&A Search

🔍 Search: Latest progress on Project A?



- Natural Language Query
- Historical Decisions



2 Hours → 10 Minutes

Efficiency +80%



Accuracy 85%



Completion 100%



Next Step:
Collect User Feedback,
Continue Iteration