

C&T Data+AI – AI Solution for Meeting Minutes and Summaries

computer  technologies

Your Solution Partner

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Demand Analysis

Background

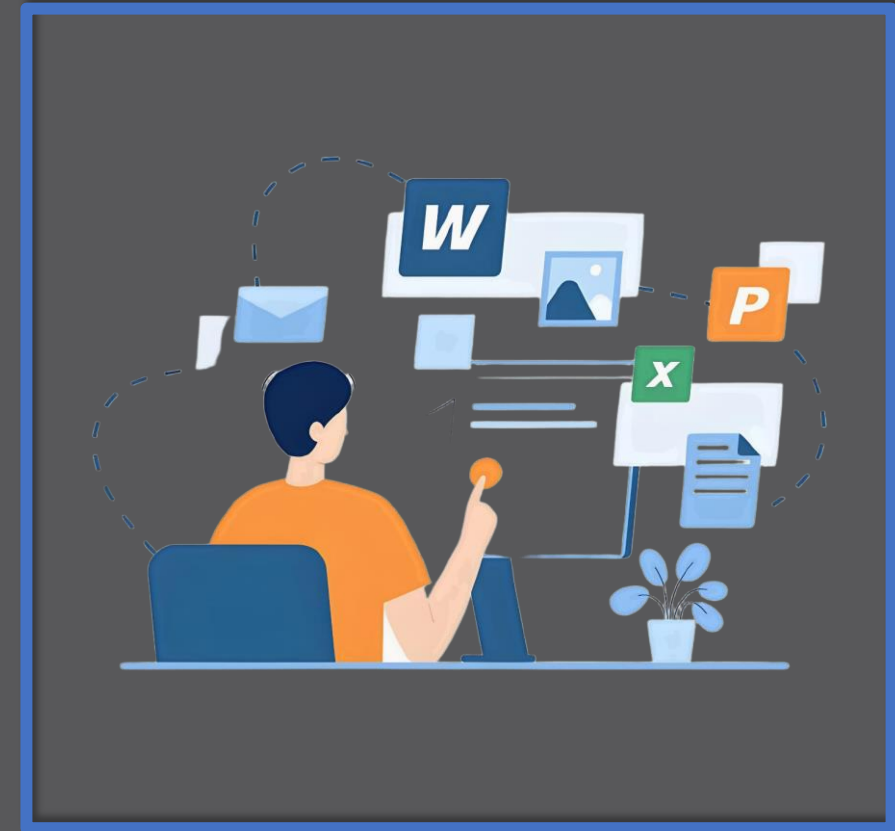
Modern businesses increasingly rely on cross-functional and multilingual collaboration, especially with remote or hybrid work models. Traditional manual methods for documenting meetings are inefficient. Growing globalization and dispersed teams amplify communication gaps, creating demand for streamlined, automated solutions to enhance productivity and inclusivity.

Current Situation

Manual transcription and summarization consume excessive time, introduce inaccuracies, and delay actionable follow-ups. Inconsistent documentation leads to misalignment, while language barriers hinder real-time collaboration. Disjointed tools fragment workflows, reducing efficiency and clarity in decision-making.

Goal

Automate transcription and summarization to minimize manual effort, accelerate deliverables, and improve accuracy. Enable real-time multilingual translation to foster inclusive collaboration. Integrate AI tools with existing platforms to centralize data, enhance accessibility, and empower teams with timely, actionable insights.



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Meeting Knowledge Q&A

Smart Meeting Assistant

Automatically transcribes video meetings into searchable, well-organized, and translatable structured transcripts, supporting historical review and knowledge Q&A based on meeting minutes.

Features smart meeting summaries that auto-generate minutes and action items, enhancing review efficiency and collaboration.

How to Quickly Extract Archived Information?

How to Efficiently Process Incremental Updates?

Stage 3

Task Extraction from Meeting Summaries

- Action Item Extraction from Content
- Task Compilation by Meeting Agenda
- Follow-up Management for Action Items
- ...

Stage 2

Automated Minutes Generation from Meeting Recordings

- Meeting Audio Transcription & Recognition
- Summary & Key Points Extraction
- Automatic Meeting Minutes Generation
- ...

Stage 1

Knowledge Q&A Based on Historical Meetings

- Seamless Platform Integration Capabilities
- Participant Permission Management
- AI-Powered Historical Meeting Q&A
- ...



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H96.docx
HA Meeting with Deepexi 2024-10-31.pptx
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HAB-M95_Chi.pdf
HAB-M96.pdf
HAB-M96_Chi.pdf
Sample Notes of 105th Department Meeting.docx

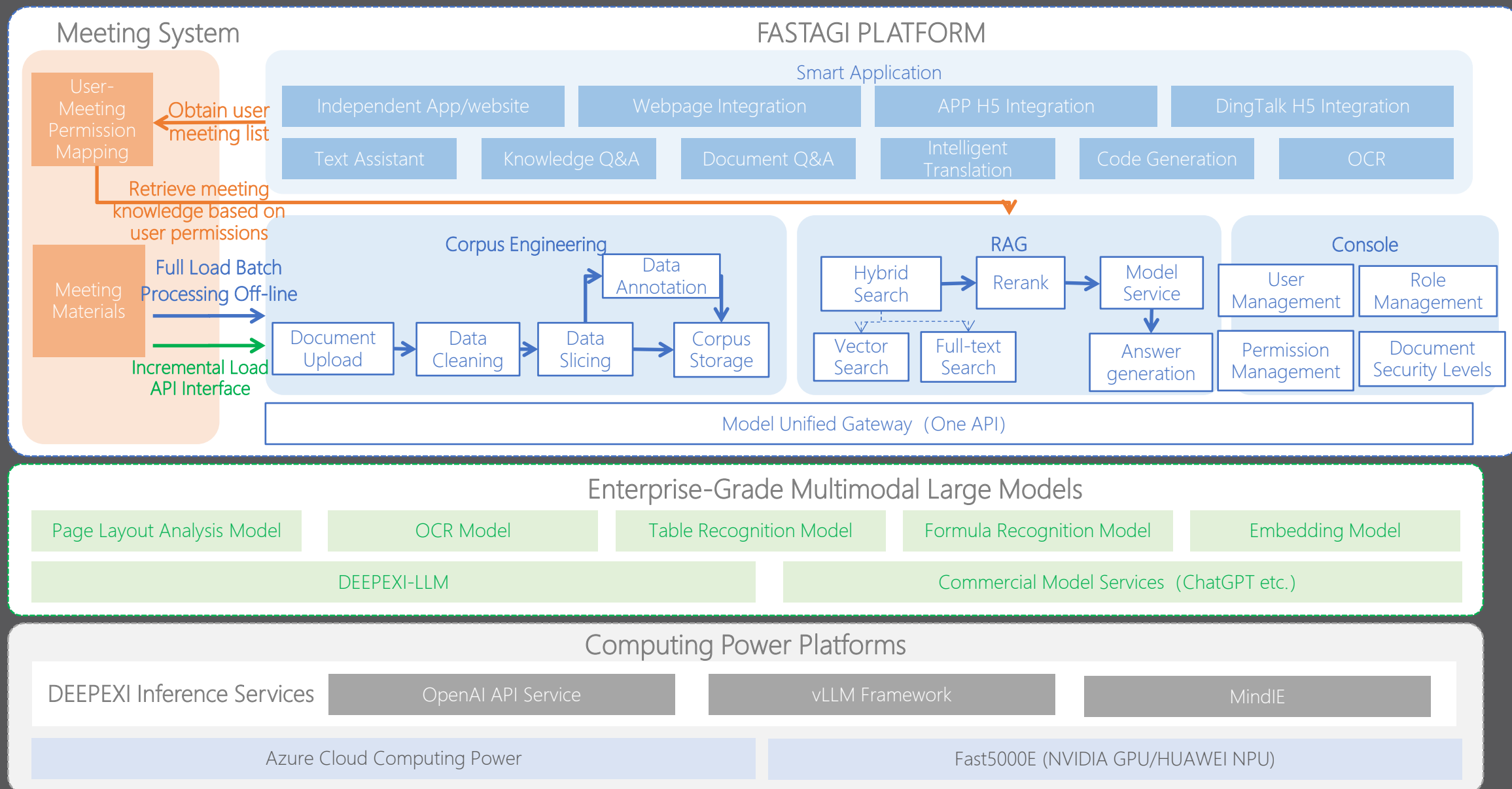
提交成功!
等待审核!

您好, 欢迎使用行政机器人智能助手
请问有什么可以帮您?

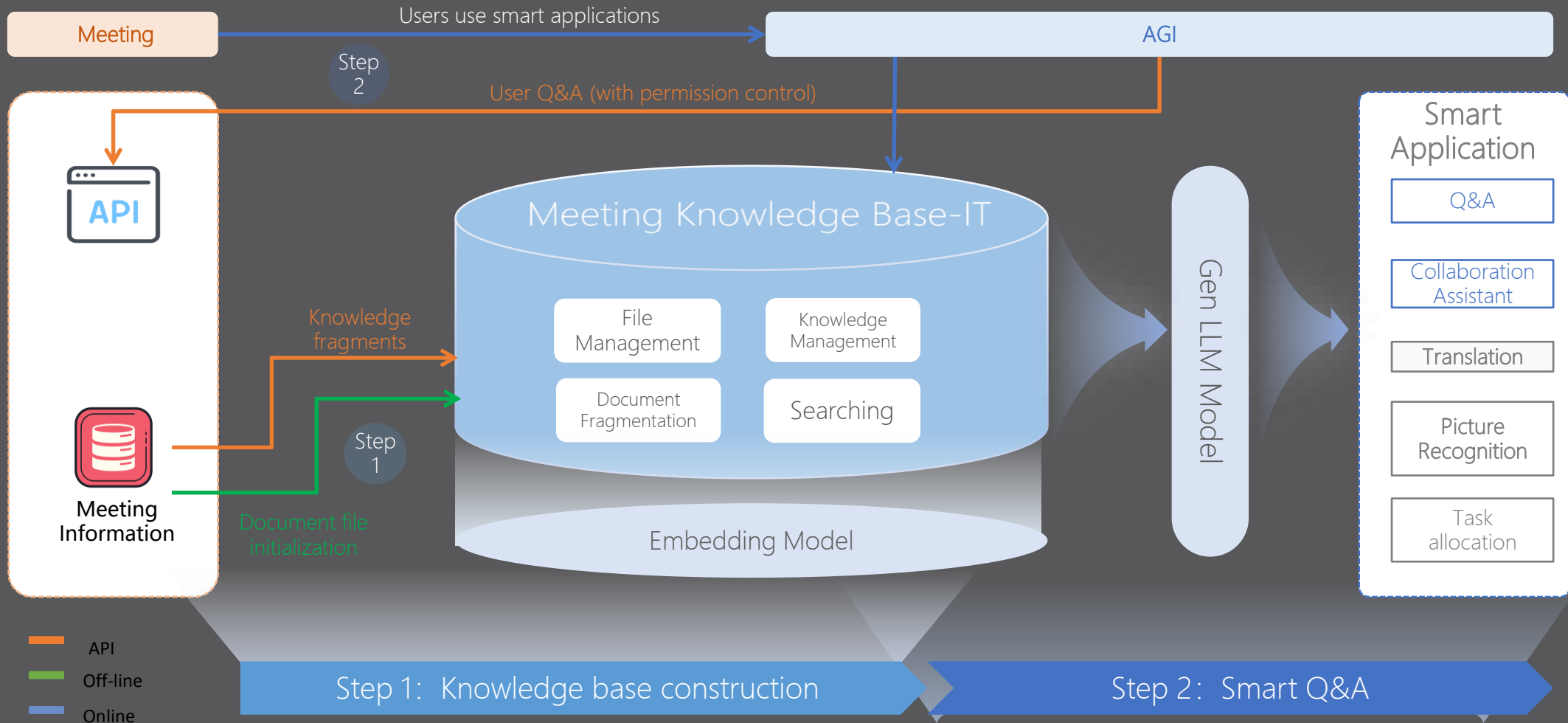
帮我查一下明天早上十点到十一点的空闲会议室

好的, 查到以下空闲会议室

Technological Framework

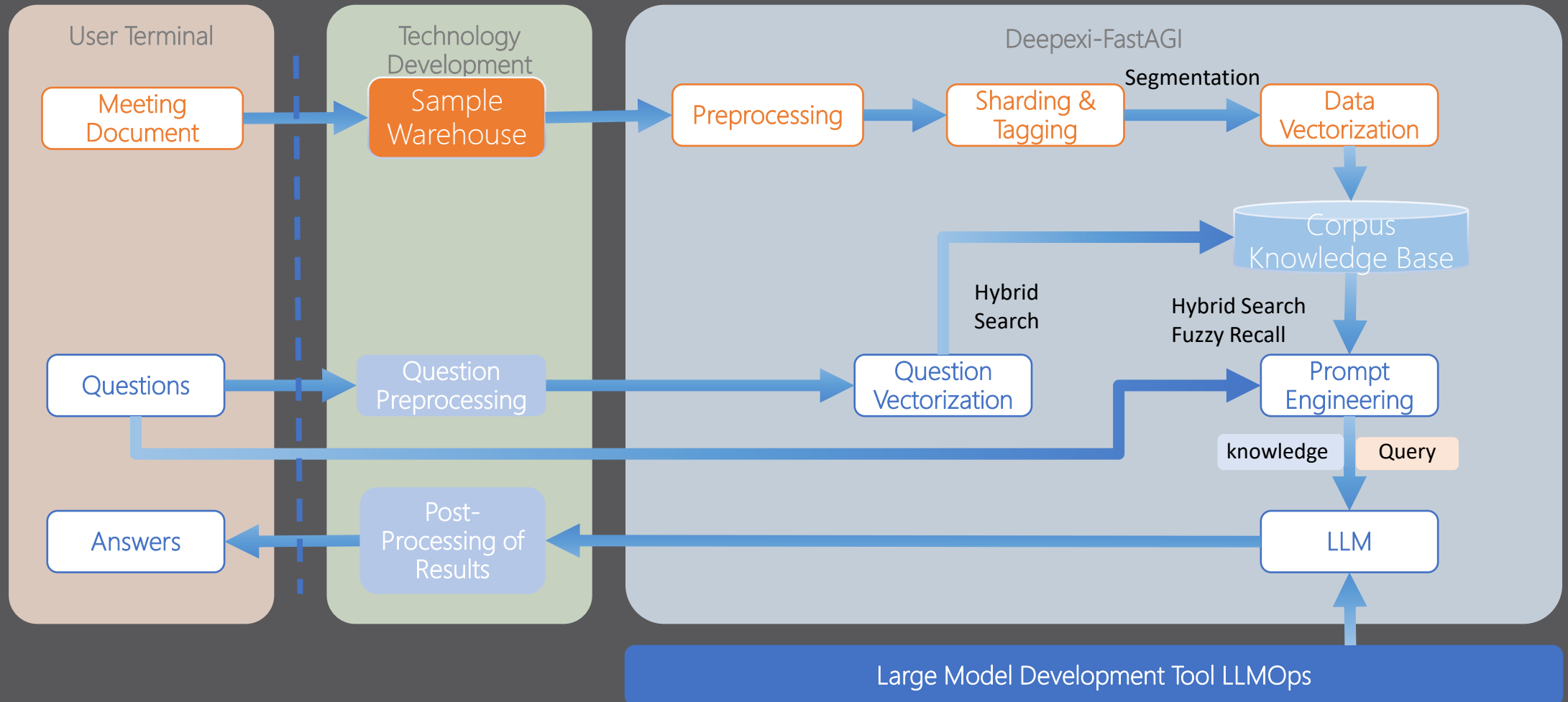


Communication & Collaboration



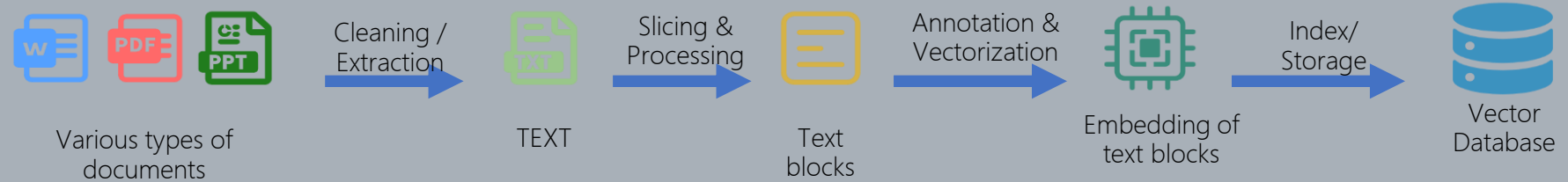
Meeting Knowledge processing & retrieval process

Based on Retrieval-Augmented Generation, a vectorized knowledge base is constructed. Through multi-path mixed retrieval results, the LLM is guided to generate answers that better align with the user's intentions, addressing issues such as insufficient knowledge update of the model, unexplainable answers, and lack of traceability.

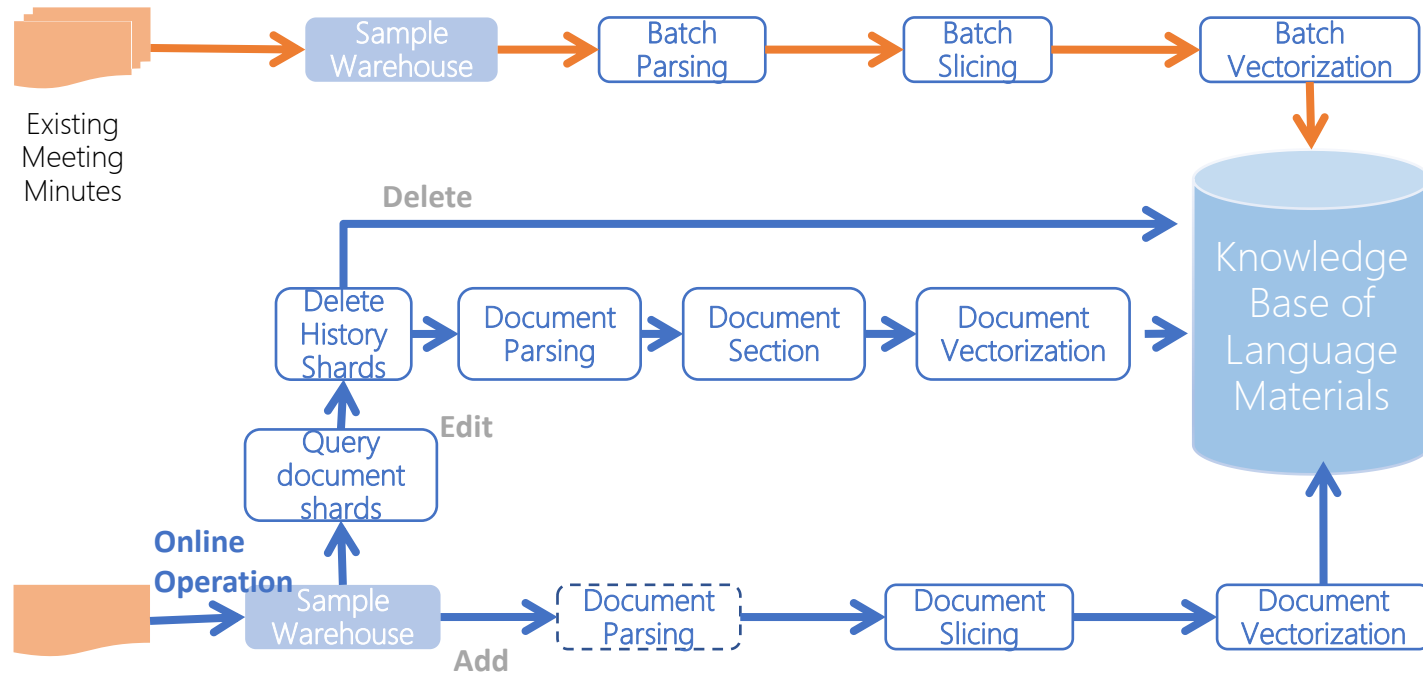


Construct a knowledge base of meeting minutes

Knowledge Base Building Flow



Offline Initialization



Extraction

Parse and extract content from unstructured documents

- Document type: Support Word, PDF, etc..
- Extract content: support layout, text, table, icon, picture, formula, etc

Section

Splitting, so that the slice content maintains semantic integrity

- Split mode: Support by paragraph

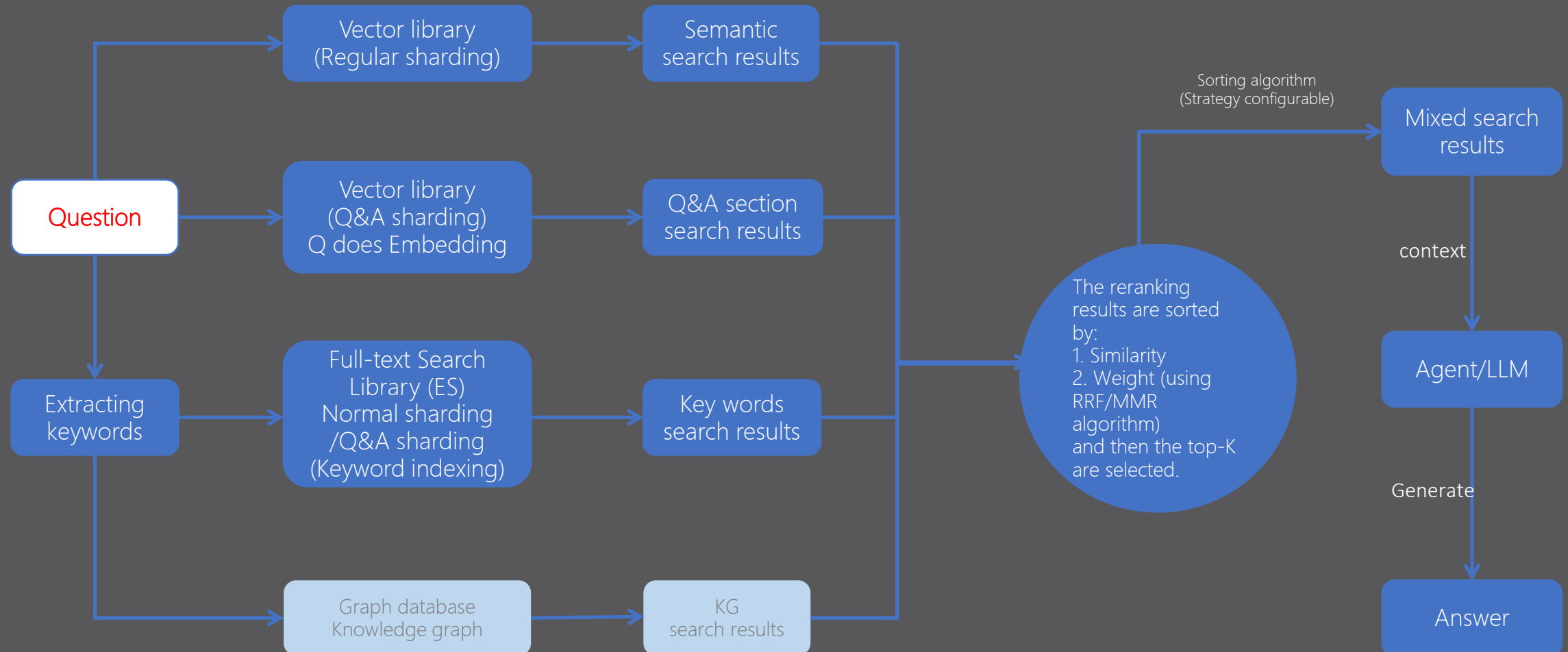
Vectorization

The vectorized knowledge is fragmented, stored in the vector database.

- Processing mode: Support stream, batch processing

Optimize recall accuracy based on hybrid retrieval

By combining keyword search (BM25), semantic vector search, Q&A pair retrieval and other technologies, the retrieval weight is dynamically adjusted and the retrieval results are merged, and the retrieval performance is improved at multiple levels of accuracy, response time and resource efficiency, so as to significantly improve the query experience and efficiency.



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Demo | Chatbot for Meeting Q&A

提出肿瘤骨修复服务液氮治疗提案的是哪次会议?

提出肿瘤骨修复服务液氮治疗提案的是在2024年3月21日的医管局大会议上。

肿瘤骨修复服务液氮治疗是什么?

肿瘤骨修复服务液氮治疗是一种通过冻结和解冻过程，将切除的肿瘤骨段进行处理后再植回病人体内的治疗方法。具体步骤包括：将切除的骨头浸泡在液态氮中以清除上面所有组织，然后在室温下解冻，浸泡在无菌水中以消灭所有肿瘤细胞，最后将处理后的骨头原位植回病人身体。根据国际医学文献的研究，这种方法可以降低骨头重植后的肿瘤复发机会。目前，香港的玛丽医院是唯一提供此项服务的医院。

到2023年底，有多少患者接受了肿瘤骨修复的液氮治疗?

截至2023年底，已有32名患者接受了肿瘤骨修复的液氮治疗。

在哪次会议上批准了2024/25年度计划草案?

2024/25年度计划草案是在2024年3月21日的医管局大会内务会上批准的。

6月27日举行的医院管理局董事会会议的议程项目有哪些?

在2024年6月27日举行的医院管理局董事会会议上，议程项目包括：

1. 医院管理局应对极端天气的方案。
2. 内务会议识结果简报。
 - 医院管治委员会成员名单。
 - 关爱基金医疗援助目的2023/24年度经批准的财务报表。
 - 北区医院慈善信托基金成员名单。
3. 招聘非本地培训医疗人才的最新进展报告。
4. 主要表现指标报告。
5. 医院管理局大会委员会进度报告。
6. 委任高级行政人员。

What is the liquid nitrogen treatment of tumor bone recovery service?

HK会议助手_演示demo 13:39:25

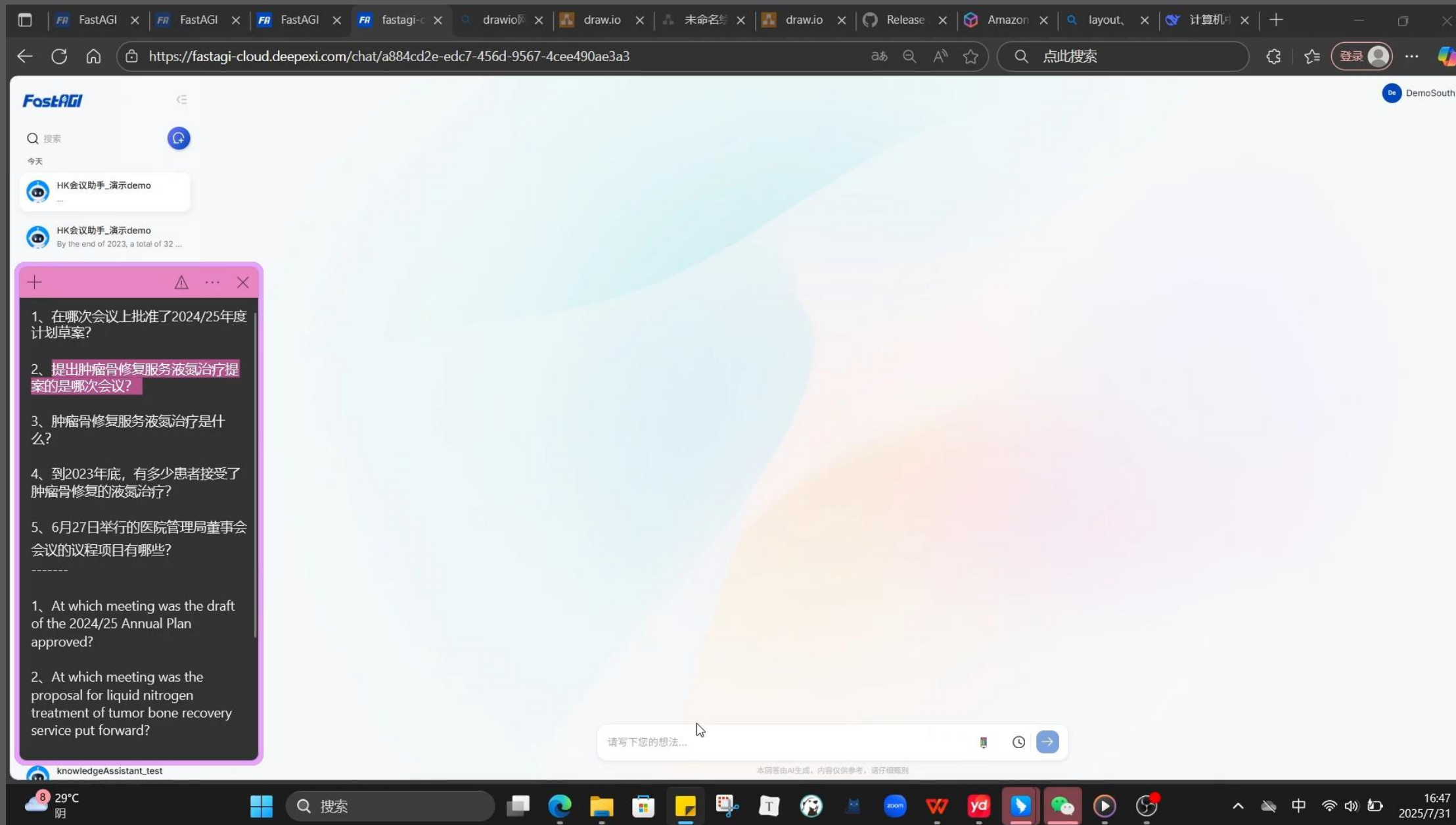
The liquid nitrogen treatment of tumor-bearing autograft recovery service, as described in the context, involves a process for reconstructing bone defects in limb salvage surgery. Here's an overview of the procedure:

1. **Tumor Bone Recycling:** The service utilizes recycled tumor-bearing bone that has been treated with liquid nitrogen. This procedure was first launched at the Queen Mary Hospital (QMH) in Hong Kong in October 2015.
 2. **Treatment Process:**
 - The resected tumor bone segment, after all soft tissue has been removed, is soaked in liquid nitrogen.
 - Following this, the bone is thawed at room temperature and then soaked in sterile water to kill any remaining tumor cells.
 - The treated bone is then re-implanted back into the bone defect area of the patient.
 3. **Benefits:** According to laboratory and clinical case reports, the risk of local recurrence in the recycled tumor bone is extremely low, making it a viable option for patients requiring limb salvage surgery.
 4. **Service Provision:** As of the end of 2023, QMH has treated a total of 32 patients with this service, which is unique in Hong Kong for both public and private healthcare settings.
 5. **Future Plans:** QMH aims to explore service expansion and the introduction of new generations of this treatment for improved patient care and service delivery.
- This service is targeted specifically at patients needing limb-salvage surgery due to bone defects, and it is noted that the demand for such services is relatively low, warranting a centralized provision in the Hong Kong West Cluster.

Query for
situation details

Query for
meeting details

English
situation



A futuristic digital landscape with floating cubes and a person at a workstation. The scene is set in a virtual environment with a blue and orange color palette. In the foreground, a person in a dark suit stands at a workstation with two monitors and a keyboard. The workstation is on a platform that extends into a vast, open space. The background is filled with numerous floating cubes of various sizes, some of which have circular patterns on their faces. The cubes are arranged in a way that creates a sense of depth and perspective. The sky is a bright, hazy orange, suggesting a sunrise or sunset. The overall atmosphere is one of high-tech and digital innovation.

Thank You
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