



**On-Premises Enterprise AI Solution:**

# **Meeting Agent – AI Teammate for Notetaking, Summary and Knowledge**

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# NEXREAD

## Enhancing Public Service Quality with an AI-Powered Meeting Agent



### AI-Boosted Productivity and Precision

Leverage AI to ease manual tasks, allowing teams to focus on **strategic initiatives** with accuracy enhancement and reduced risk of human error.



### Immediate Access to Actionable Insights

Automated key-point extraction and summaries generation **accelerate decision-making**, enabling meeting participants to respond swiftly and confidently.



### Enterprise-Grade Knowledge Management

Centralized storage combined with advanced search capabilities preserves critical knowledge and empowers **alignment and governance across the organization**.



Secure



Private



### Comprehensive Meetings Support

(e.g. boards and committees meeting)



### Survey & Report

(e.g. household survey, incident report)



### Virtual Events

(e.g. conferences, training)



### Community Engagement

(e.g. home visits, family counseling)



### Public Relations

(e.g. community forums, public discussions)

## Use Cases and Applications

# Different Scenarios that NEXREAD Can Address

### AI-Driven

Embrace AI to drive smart city initiatives, seizing opportunities for **enhanced efficiency**

### Data Ownership

Keep sensitive information secure and compliant with regulations in a **centralized knowledge hub**

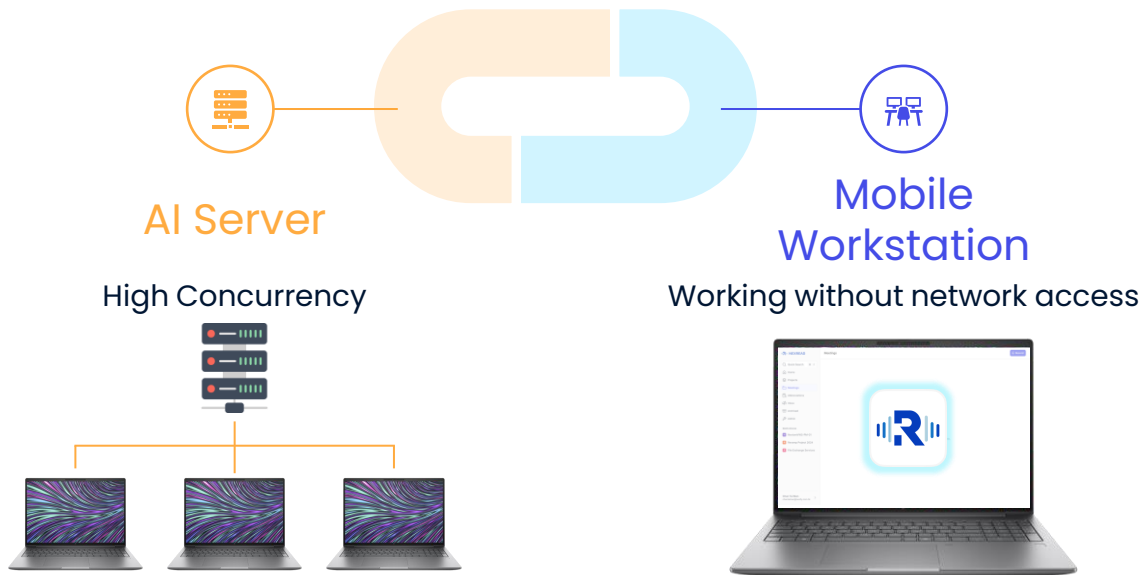
### Cost-Effectiveness

**Reduce administrative overhead**, allowing resources to be redirected to critical areas.

# Your On-Premises Enterprise AI Solution

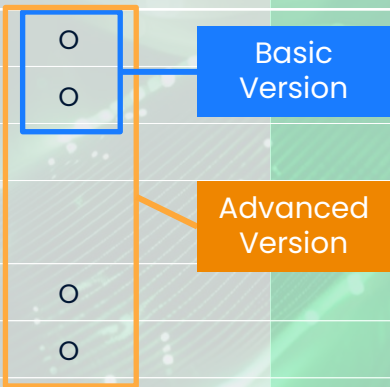
NEXREAD

## Robust **Deployment Options** to Suit Any Environment



# Types of NEXREAD Packages

Features	Lite	Standard	Enterprise
Mode of Deployment	Standalone	Server-Client	Server-Client
Automatic Speech Recognition	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Speaker Diarization	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Speaker Identification		<input type="radio"/>	<input type="radio"/>
Meeting Recordings Content Management		<input type="radio"/>	<input type="radio"/>
Meeting Summary Generation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Meeting Minutes Generation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Real-time Transcription and Translation		<input type="radio"/>	<input type="radio"/>
Feedback Integration			<input type="radio"/>
API Integration			<input type="radio"/>
Workflow Automation			<input type="radio"/>
OCR and ICR Engine			<input type="radio"/>
Automatic Speech Recognition			<input type="radio"/>





# **General Features** [Standard Edition]



# Smart AI Note-taking and Transcription

Real-time recording or uploading files with accurate speaker recognition and transcription

- Automatic Speech Recognition
- Speaker Diarization
- Speaker Identification

## Real Time Recording

The screenshot displays the NexRead application interface during a meeting. On the left is a sidebar with navigation options: Quick Search, Home, Projects, Meetings, Abbreviations, Inbox, Archived, and Admin. The main area is titled 'Product Team Stand-up Meeting' and shows a transcript of a meeting on March 7, 2025, at 11:00 AM. The transcript includes messages from Natalie Chan-Hoi Lam, Candice Wu Wing Ching, and Chan Tai Man. Below the transcript, there are sections for 'Live Transcript' and 'Translated Transcript'. At the bottom, there is a green microphone icon and a 'Stop Meeting' button with a timer showing 00:26.

## Automatic Speech Recognition:

Enable transcription and speaker identification, and analysis of meeting content

## Meeting Minutes Translation:

Support multiple languages to deliver accurate AI-powered translation.

## Real-time Recording:

Record, pause, resume, and automate meeting follow-ups in one click.



# Smart AI Note-taking and Transcription

Real-time recording or  
uploading files with accurate  
speaker recognition and  
transcription

- Automatic Speech Recognition
- Speaker Diarization
- Speaker Identification

**Transcript Page**

**95%+ Accurate**

The screenshot displays the NEXREAD interface for a meeting transcript. The main window shows a transcript titled 'Meeting\_Audio\_Example\_Combined' with a timeline at the bottom. The timeline lists speakers and their speaking durations: Andy Leung Siu Man (41% - 2m3s), Natalie Chan Hoi Lam (23% - 1m10s), Candice Wu Wing Ching (19% - 57s), and Chris Chan Tai Man (You) (17% - 50s). The transcript text is visible on the right, showing a discussion about a new user flow for the core reading experience. A green line highlights the 'Transcript Page' label and the '95%+ Accurate' badge. A green pencil icon is located at the bottom right of the screenshot.

**Topic Trackers:**  
Automatically identify key  
topics and track relevant  
keywords discussed in  
your meetings.

**Supplementary Functions:**  
Support for search,  
speaker selection, and  
transcription editing

**Time and Duration Tag:**  
Automatically track each  
participant's speaking  
time and easily monitor  
participation in meetings.

**Intelligent Recap:**  
Display speaker timeline  
markers and enable users  
to jump to specific points  
in the recording or  
transcript.



# Enhanced Collaboration and Knowledge Management

Support multilingual communication, simplify sharing, and speed up search to boost teamwork.

- Meeting Recordings Content Management

The screenshot displays the NEXREAD Content Hub interface. At the top, there's a blue header with the text "Content Hub". Below it, a navigation bar shows "Meetings > Product Team Weekly Stand-up". The main area features a table of files with columns: File Name, File Type, Tags, Attendee, Creation Date, and Owner. The table lists several documents and audio files, all dated Feb 10, 2025. A green icon of a magnifying glass is positioned above the table. To the right, a sidebar titled "Meeting Information" provides details about the selected meeting, including its name, type, description, and a list of members. A green icon of a group of people is located below the table.

File Name	File Type	Tags	Attendee	Creation Date	Owner
Reference_Doc...	Document	2025	N/A	Feb 10, 2025	CC
Reference_Doc...	Document	2025	N/A	Feb 10, 2025	CC
Reference_Doc...	Document	2025	N/A	Feb 10, 2025	CC
Maximum_Maxi...	Document	2025	N/A	Feb 10, 2025	CC
Meeting_Audio...	MP3	Important		Feb 10, 2025	CC
Meeting_Audio...	MP3	Important		Feb 10, 2025	CC

**Meeting Information**

Meeting Name: Product Team Weekly Stand-up

Meeting Type: Weekly Internal

Description: All recording files and associated documents for the stand-up meeting can be found here.

Date Created: Feb 10, 2025

Date Modified: Feb 10, 2025

Owner: Chris Chan Tai Man (You)

**Members (4)**

- Andy Leung Siu Man
- Natalie Chan Hoi Lam
- Candice Wu Wing Ching
- Chris Chan Tai Man (You)

**AI Powered Search:**  
Recall specific sentences and timestamps from conversations in the past.

**Knowledge Base:**  
Effortlessly catch up and review meeting summaries, transcripts, meeting audio, or video recordings.



# Enhanced Collaboration and Knowledge Management

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- Meeting Recordings Content Management

## Abbreviation Management

The screenshot displays the NEXREAD Abbreviation Management interface. The top section, titled 'Abbreviations', shows a list of abbreviations with their full names and icons. The bottom section, titled 'Collections', shows a list of collections with their names and icons. A detailed view of a collection is shown on the right, listing abbreviations and their full names.

Abbreviation	Full Name
HKCA	Hong Kong Construction Association
HKCIC	Hong Kong Construction Industry Council
HKCSA	Hong Kong Construction Sub-contractors Association
HKFEMC	Hong Kong Federation of Electrical & Mechanical Contractors
HKHA	Hong Kong Housing Authority
HKPHEA	Hong Kong Professional Holding Engineering Association
HSE	Health, Safety & Environment

**Abbreviation Management:** Seamlessly create and manage your abbreviations all in one page.

**Abbreviation Collections:** Define, track, and manage abbreviations used within an organization or project

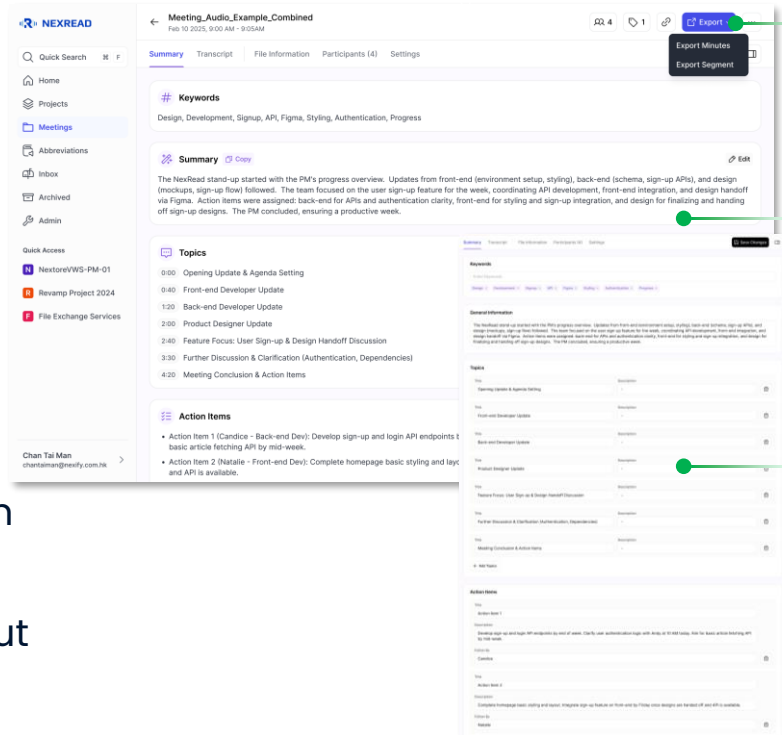


# Comprehensive AI Summaries and Task Tracking

Generate structured minutes with detailed notes and action items using customizable templates.

- Meeting Summary Generation
- Meeting Minutes Generation
- Export with Your Desired Layout

## Meeting Summary Page



**Export Minutes:**  
Export with customized layout

**Comprehensive Meeting Summaries:**  
Get detailed notes, action items, and customized summaries generated quickly.

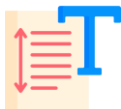
**Additional Features:**  
Support for creating, adding, and adjusting content.

# **Advanced Features**

## [Enterprise Version]

# Your On-Premises Enterprise AI Solution

Best Fit for  
Multiple Concurrent  
Users



## Unlimited Speech to Text Conversion

Upload [mp3/mp4 format](#) the meeting recording and utilize the in-house AI to generate the transcript.



## Unlimited Meeting Summary Generation

The meeting summary, automatically generated, includes key points, topics, and participant count. Users leverage [LLMs](#) to inquire about any aspects of the meeting record.

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### General System Requirements

GPU	4 * L20 ( 48GB )
CPU	48 Core at 2.4 GHz
RAM	256GB
Storage	1TB for Operation System
Data Storage	Up to client requirement

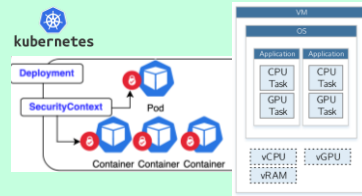
# Your On-Premises Enterprise AI Solution

Best Fit for Multiple Concurrent Users



Server

OR



Your Resources  
(e.g. Government Cloud Infrastructure)



## Expansion

Start small, scale as needed



## Multiple LLMs

Select for specific use cases



## Multi-language Support

Include Chinese and English



## Unlimited Documents

Support limitless document input



## Knowledge Management

Access control and multiple knowledge bases



## Result Improvement

User feedback and enhancement support

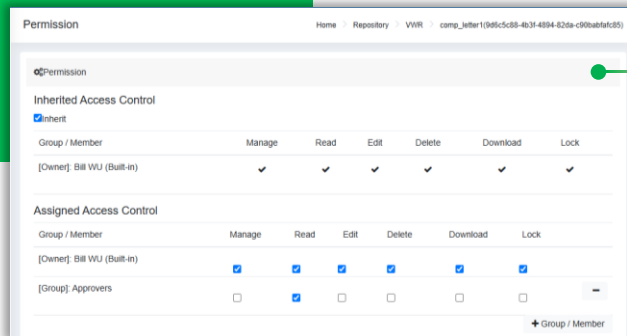
## Multiple LLMs

are supported to be deployed locally

Utilize multiple LLMs alongside NEXREAD **on-premise** to access advanced data analysis capabilities tailored to your company's requirement.

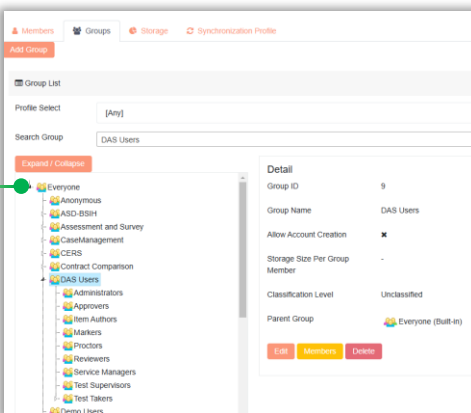
## Content Management with Access Control

Access control involves regulating access to meeting audio, transcripts, minutes, and other content, as well as managing the sharing of content to ensure security and privacy.



**Permission setting:**  
Manage and restrict access to resources within a knowledge management system.

**User Management:**  
Admin can view and manage all user accounts, granting them varying levels of access and permissions.



# The Ultimate Knowledge Hub for Your Assets

Serve as your knowledge hub, enabling fast, multilingual access and seamless sharing of searchable meeting materials to keep everyone aligned.


Quick Search Advanced Search Search Template


Keyword \* 關於稅務的文件

Search Save as Template Export Result Objects Download Meta Data

Search Result

**Total Results Found 10**

 **715ac7cd-bcc2-4501-960e-980db5921759**  
 OTHER DOCUMENTS / LAW DOCUMENTS  
 ... HKLI > Databases> 香港特別行政區政府達成的雙邊協定> [2010] HKTBA 4 《中華人民共和國香港特別  
 Treaty Information Date 19 Dec, 2010 Neutral Cit. [2010] HKTBA 4 Category 避免雙重課稅的協定 分類:通  
 府就收入稅項避免雙重課稅和防止逃稅協定 (文萊 2010年3月20日) 通過日期:2010年3月20日 於香港生效  
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 Treaty Information Date 20 Jan, 2009 Neutral Cit. [2009] HKTBA 2 Category 避免雙重課稅的協定 分類:避  
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 DOCUMENTS / LAW DOCUMENTS  
 atabases> 香港特別行政區政府達成的雙邊協定> [2005] HKTBA 5 《中華人民共和國香港特別  
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 2025-02-04 16:28:23 ES LAW DOCUMENTS 0.015873017



# Content Search with AI Search Engine

Find data based on the intent and contextual meaning of a search query, instead of a match on query terms (lexical search).

# AI-based OCR & ICR for Uploaded General Documents

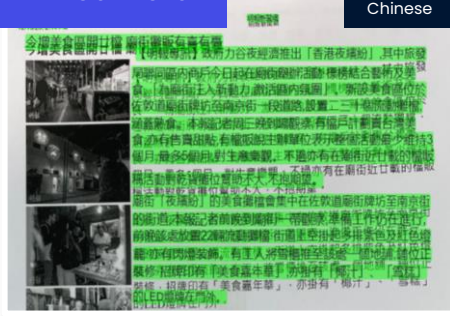
99%+  
OCR  
accuracy

Restful  
APIs

Output to  
Searchable  
PDF

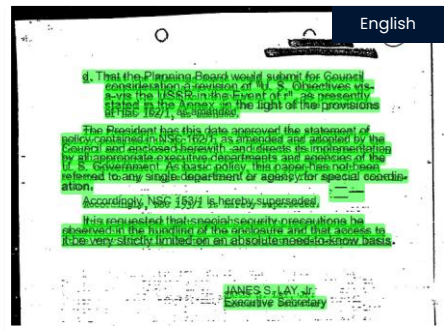
80%+  
ICR  
accuracy

## Printed word



Chinese

English



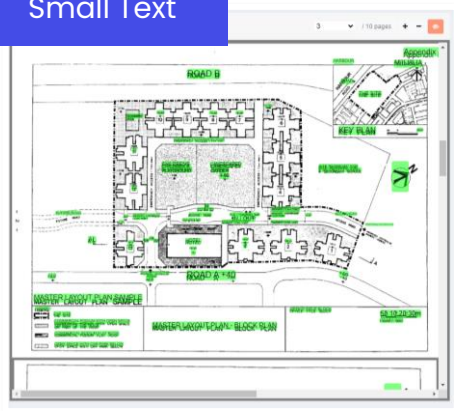
## Handwriting

Form showing handwritten data entry for a company profile, including fields like Name of Company, Office Address, and Contact Information. The form is titled "PART I - DETAILS OF THE COMPANY" and "PART II - ORGANIZATIONS AND STAFF".

Form fields and handwritten data:

- 1. 公司名稱 (Name of Company): Nexify Limited
- 2. 公司地址 (Office Address): 觀塘巧明街98號2座29樓 (29/F, Tower 2, The Millenary, 98 How Ming St)
- 3. 聯絡電話 (Contact Number): 21523260
- 4. 電子郵件 (E-mail Address): abc@nexify.com.hk
- 5. 聯絡人 (Contact Person): 陳大文 (Chen Da Wen)
- 6. 聯絡人 (Contact Person): 張宇 (Zhang Yu)
- 7. 聯絡人 (Contact Person): Jay Lee

## Small Text



## Automatic Speech Recognition (ASR)

Transforms spoken language into text and works seamlessly with language models to extract meaningful information—enabling general and case-specific enquiry handling, automated report generation, form filling, data collection, checklist creation, and action item tracking.

### Data Collection

2:58 + 100%

VoiceToCase

開立案件

開始錄音

停止錄音

轉錄文本提交成功！

錄音回放：  
0:00

轉錄文本：  
我見到對面房有一個人打緊另外一個人 界人打邊個頭部流血

提交轉錄文本

### Form Filling and Report Generation

事件報告生成器

事件描述  
請詳細描述事件經過  
我見到對面房有一個人打緊另外一個人 界人打邊個頭部流血

AI 自動填寫

開始錄音

NEXCHAT IMPORT

事件報告生成器

事件描述  
請詳細描述事件經過  
I observed one Person in Custody (PIC) assaulting another in Cell 55 of Hall A. The assailant is extremely violent and continues to punch the other PIC without restraint.  
There is visible blood on the head of the victim. I attempted to instruct the assailant to stop, but he did not listen, and he responded by yelling and swearing at me.  
Reinforcements are urgently needed.

AI 自動填寫

開始錄音

NEXCHAT IMPORT

A - Highlights of the Incident

Category of the Incident  
Violence/Assault

Place where the incident occurred  
Cell 55, Hall A

Extract the specific location within the correctional facility. Look for: wing names, block numbers, cell numbers, common areas (e.g., "Wing A", "Cell Block 2", "Recreation Area", "Medical Unit"). Include building and room details if mentioned.

Time of Incident  
dd/mm/yyyy, --:--

Extract the exact date and time when the incident occurred. Format: YYYY-MM-DD HH:MM. Look for phrases like "at", "on", "during", "approximately". If only partial time given, note as approximate.

## Other Advanced AI Features

# AI-Powered Conversation Automation



## Step 1

Training or Fine-Tuning & Testing



## Step 2

Export the Updated Model



## Step 3

Import & Test the Uploaded Model



## Step 4

Bring It Alive to Production

Nexify

Customer's  
Network

**Regular  
Model Update  
& Fine-Tuning  
Service**

**Keep  
Improving  
The Overall  
Accuracy**



# Thank You

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