



# Multi-Language Meeting Summary and Collaboration Agent



Your AI Knowledge Agent that Makes Your Life Easier.

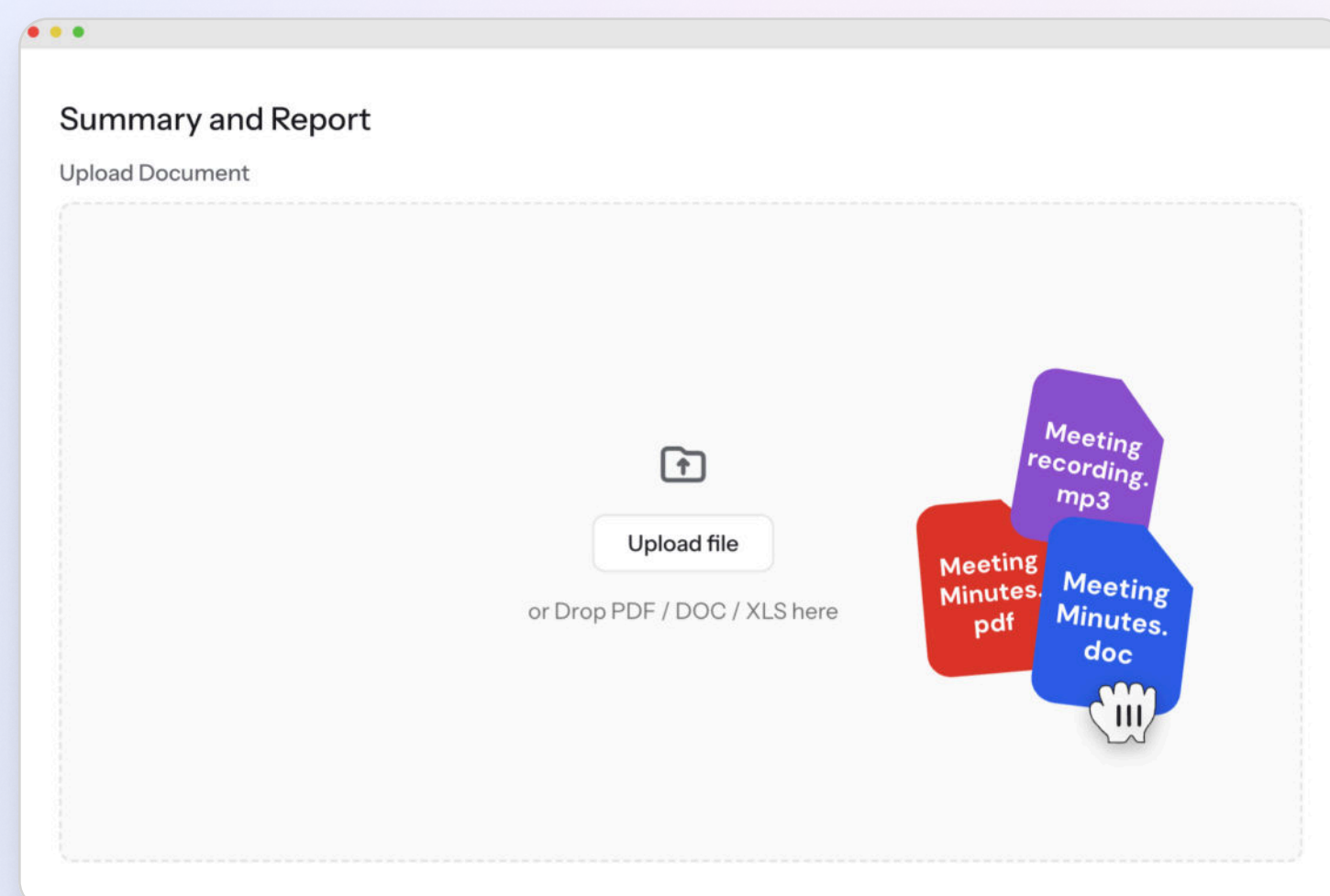


# Introduction: What is Multi-Language Meeting Summary and Collaboration Agent?

- Accepts **voice recordings, live meeting audio, or raw meeting notes** as input
- Automatically generates meeting summaries in **official government and CSB formats**
- Highlights **key discussion points** and **tracks speaker contributions**
- Supports **multi-language translation**
- Enables **one-click sharing** of meeting summaries with relevant teams

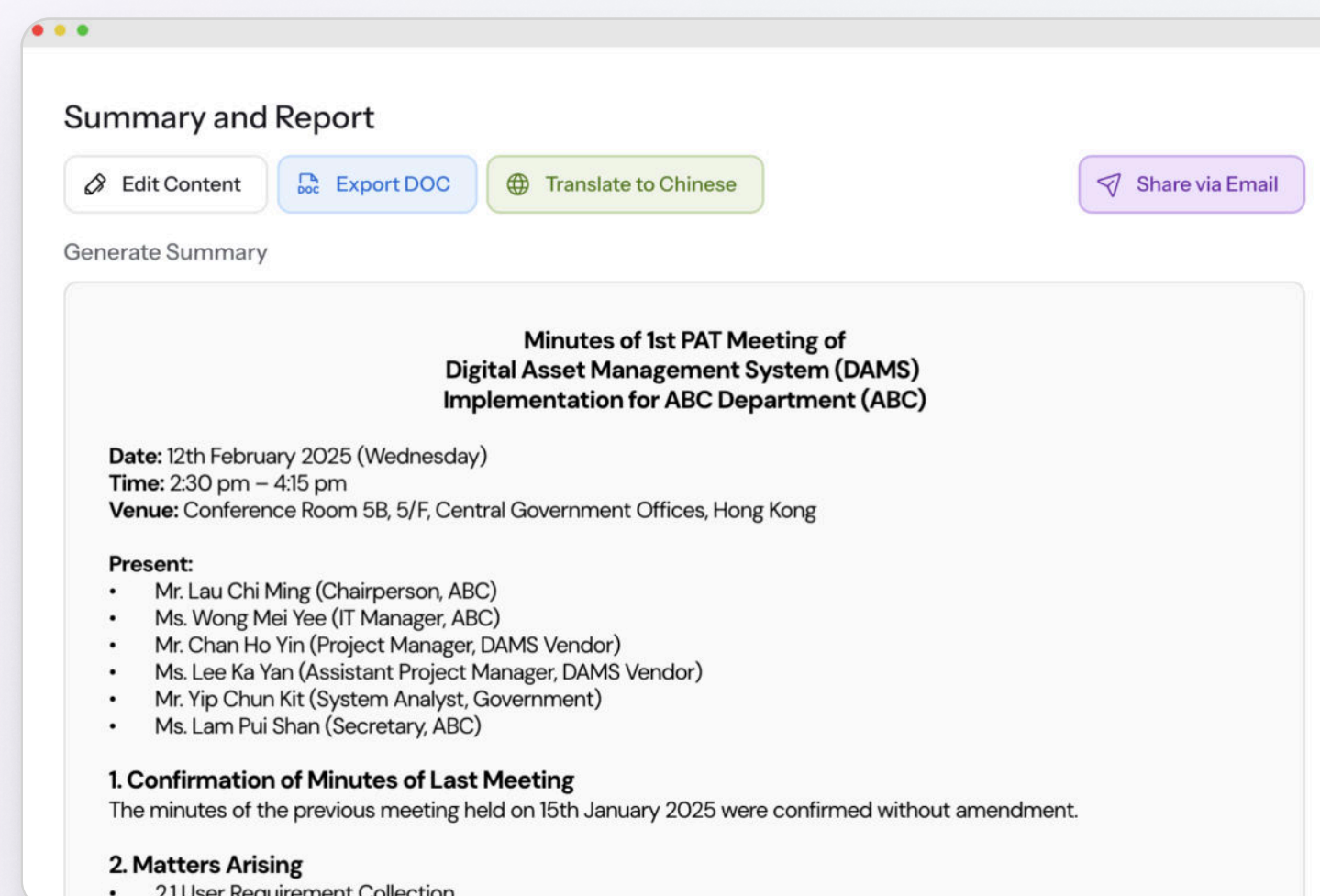


# Key Features: How it Works?



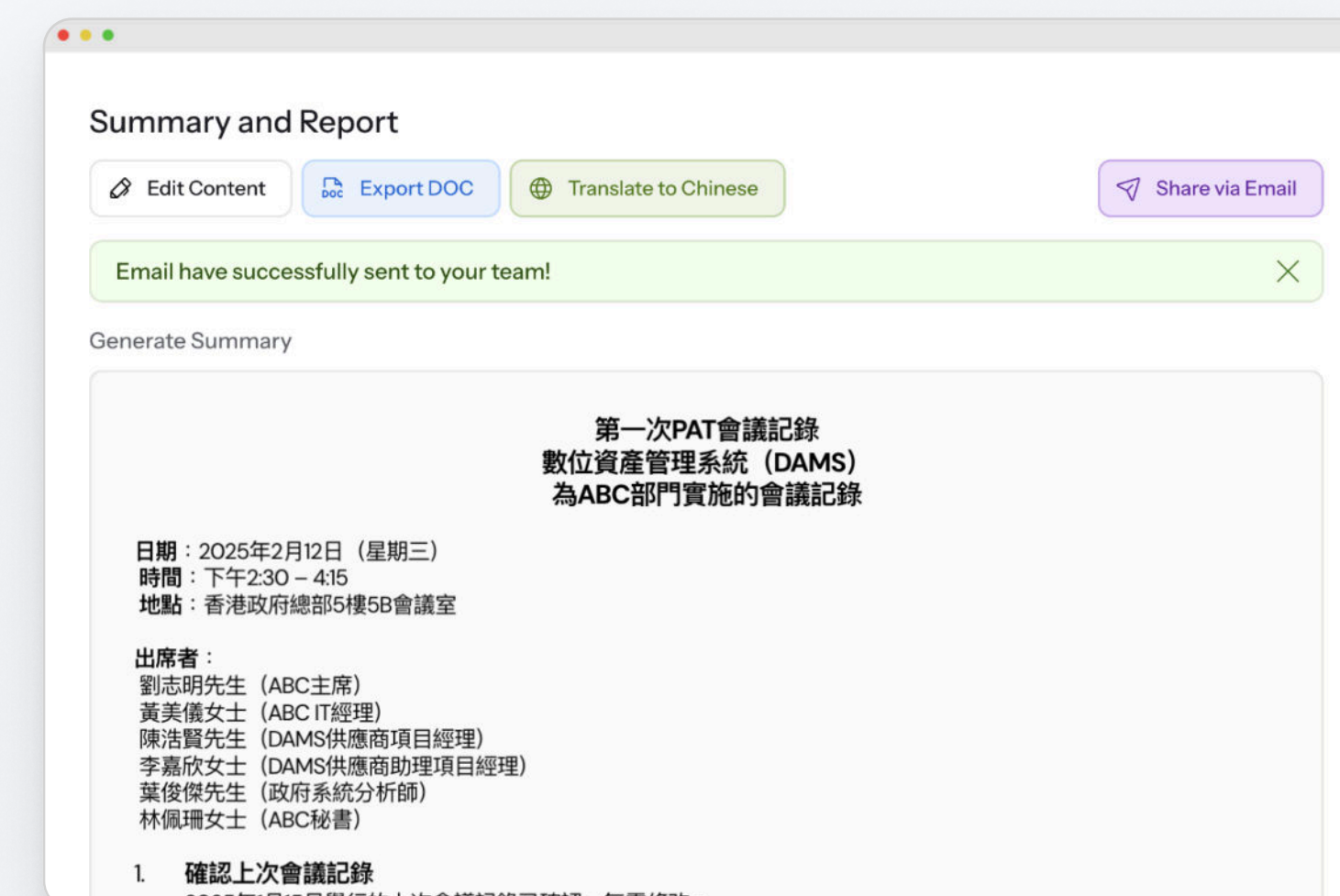
## Step 1: Seamless Input Collection

- Upload voice recordings, record meetings live, or submit raw meeting notes
- Supports mixed-language input (Cantonese, English, Chinese, etc.)



## Step 2: Automated Multi-Language Processing & Summary Generation

- Identify key points and speaker contribution
- Generates summaries aligned with government and CSB formatting guidelines
- Automatically translates and converts content to English or other required languages



## Step 3: Review, Fine-Tune, and Share

- Easily review summaries; jump to transcript timestamps for clarification or edits
- One-click sharing ensures timely distribution to all relevant teams

# Benefits: Why Choose Us?



## Saves Time and Effort

- Automates meeting summary preparation and sharing, freeing up valuable staff resources



## Bridges Language Barriers

- Supports multi-language input and output, enabling effective communication across diverse teams



## Ensures Compliance and Accountability

- Generates summaries that follow official formats, track speaker contributions, and support audit readiness



## Enhances Collaboration

- Enables effortless sharing and review of meeting summaries, improving transparency and teamwork across departments

**Contact Us For More Details**  
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