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An Intelligent System for Automated Meeting Notes Generation Using Recognition and NLP.

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Abstract: *Meetings are an integral part of organizational or institutional-based decision making, project implementation, or dissemination of know-how. Often, manual note writing at such meetings tends to be not so effective and may lead to inaccurate note writing. Therefore, to overcome such drawbacks, this paper proposes a Smart Meeting Notes Generator using speech-to-text processing, Natural Language Processing, and AI-based Summary Generation. The above notwithstanding, other benefits of adopting such a system are discussed under the next heading.*

The system analyses the recorded audio of the meeting in order to produce an accurate text version of the proceedings, from which the brief summaries and key points of the discussions can be extracted. Furthermore, the system extracts significant decisions that emerged from the discussions in addition to the action items that need follow-up attention for proper documentation. The system is user-friendly and supports multi-device functionality so that the user can easily access the minutes of the meetings from the desktop or mobile versions of the software. The Smart Meeting Notes Generator system boosts productivity while enhancing documentation efficiency in meetings.

Keywords: Smart Meeting Notes Generator, Speech-to-Text, Natural Language Processing, Automatic Text Summarization, Meeting Documentation, Audio Processing, Action Item Extraction, AI-Based Systems

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