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Problem Statement: Automated Minutes of Meeting (MoM) Generation include ML & DL

Objective: Develop an automated meeting management tool that generates structured Minutes of Meeting (MoM) documents based on meeting type, participants, discussion points, and decisions. The system should support multiple meeting categories (daily standup, client meeting, sprint review, etc.) and produce consistent, professional reports. It should also extract action items, assign owners, set deadlines, and track completion status. Optionally, the system may include AI-powered features such as voice-to-text transcription and discussion summarization.

Main Criteria to Validate:

o **Multi-Format Meeting Support:** Handle various meeting types including daily standups, client meetings, sprint planning, reviews, retrospectives, and leadership meetings.

o **Automated MoM Generation:** Produce standardized reports containing meeting title, objective, agenda, participants, discussion points, decisions, action items, and deadlines.

o **Action Item Tracking:** Automatically extract tasks from discussions, assign priorities (High/Medium/Low), set deadlines, and track status (Pending/In Progress/Completed).

o **AI Integration (Optional):** Implement voice-to-text transcription, AI generated discussion summaries and task completion prediction.

o **Notification & Integration:** Send email notifications with MoM documents and integrate with project management tools (Jira, Trello) for seamless task creation.

Deliverables: A functional prototype or tool that includes:

o An input interface for capturing meeting details (title, type, date, participants, agenda, discussion points).

o An automated MoM generator that produces professional, formatted reports (PDF/Word) based on predefined templates.

o An action item management module that assigns tasks, tracks deadlines, and visualizes completion status.

o A dashboard for viewing all past meetings, searching by type or date, and monitoring action item progress.

o(Optional) AI-powered features for voice transcription and summary generation.

Description: Software companies conduct numerous meetings daily including standups, client discussions, sprint planning, and reviews yet capturing consistent, actionable Minutes of Meeting (MoM) remains a challenge. Inconsistent formats, missing action items, and poor follow-up lead to miscommunication and lost accountability. There is a need for an intelligent system that standardizes MoM creation, automates report generation, and integrates action item tracking to improve meeting productivity and decision execution.