# SEO package (Project 5)

**Primary SEO title (recommended):**
InscribeAI: AI-Powered Meeting Intelligence Platform for Transcription, Summaries, and Action Items

**Alternate titles:**

- From Recording to Report: Building an AI Meeting Assistant with Whisper + LLM Summaries
- Meeting Minutes on Autopilot: InscribeAI's Agenda Coverage, Decisions, and Action Tracking
- Secure Meeting Transcription and Summarization Platform for Modern Teams

**URL slug:** `inscribeai-ai-meeting-intelligence-platform`

**Meta description (155–160 chars):**
MuFaw AI Research Lab built InscribeAI to transcribe meetings, track agenda coverage, extract action items, and generate exportable reports securely.

**Target keywords:**

- Primary: *AI meeting assistant*, *meeting transcription and summarization platform*, *meeting action item extraction*
- Secondary: *speaker diarization*, *agenda coverage tracking*, *chatbot over transcripts*, *Whisper transcription*

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# InscribeAI – AI-Powered Meeting Intelligence Platform

**MuFaw AI Research Lab | Productivity Software + AI Automation**

Meetings create decisions, action items, and commitments—then those details get lost in messy notes, scattered docs, and "I thought you were doing it" follow-ups. InscribeAI is MuFaw AI Research Lab's response: a full-stack platform that turns meeting recordings into **structured, searchable, and actionable outputs**.

At its core, InscribeAI automatically:

- transcribes audio/video,
- labels speakers,
- tracks agenda coverage,

- extracts decisions and action items,
- generates clean summaries,
- and exports polished reports (PDF/DOCX).

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# The problem InscribeAI solves

Teams spend time in meetings and then spend *more time* reconstructing what happened:

- manual note-taking distracts from participation,
- decisions aren't captured consistently,
- action items get buried in chat,
- and documentation becomes fragmented.

Meeting minutes best practices exist for a reason: turning discussions into **clear action items** improves follow-through and delivery speed. InscribeAI operationalizes that into an automated workflow.

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# What we built (product view)

InscribeAI is a cloud-ready web platform that ingests meeting recordings (or live recordings), processes them through an AI pipeline, and delivers:

- **a transcript with speaker labels**
- **agenda coverage visualization**
- **key decisions + action items**
- **a Q&A chatbot** to query the meeting content
- **exportable meeting reports**

### Why Whisper for speech-to-text

InscribeAI uses OpenAI's Whisper for transcription. Whisper is a general-purpose speech recognition model designed for robust speech processing and is available for building applications.

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# How it works (architecture)

1. User records/uploads meeting (audio/video)
2. File stored securely (Firebase Storage)
3. Backend job triggers processing (Dockerized Flask service on AWS EC2)

4. **Whisper** transcribes audio → timestamped transcript
5. **Speaker diarization** assigns "who spoke when" labels
6. Agenda matching computes topic coverage (visual indicators)
7. LLM/NLP extraction produces:
   - summary,
   - key decisions,
   - action items
8. Results stored and served to the React frontend
9. Chatbot indexes transcript for question answering and retrieval

**Speaker diarization** is the standard term for partitioning audio into segments by speaker identity ("who spoke when").

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# Key features (built for real workflows)

### Automated transcription + speaker diarization

You get readable transcripts with speaker labels to make follow-ups unambiguous.

### Agenda tracking with coverage indicators

Instead of "did we even get to topic #4?", InscribeAI shows what was actually covered and where in the recording.

### Action items + decisions extraction

Minutes are only useful when they generate tasks. InscribeAI extracts action items in a structured way, aligned with how modern teams write minutes.

### Chatbot over transcripts

Ask things like:

- "What did we decide about the launch date?"
- "Who owns the vendor follow-up?"
- "What were the risks mentioned?"

### Exportable reports (PDF/DOCX)

Clean, shareable outputs for stakeholders, compliance, and documentation.

### Secure authentication + user-level data isolation

Built on Firebase Auth and rules-based access patterns. Firestore security rules + Firebase Authentication are the standard way to enforce data access controls in Firebase.

### Optional engagement analytics

Where required, add participation/engagement signals (e.g., talk-time distribution) for team coaching and facilitation insights.

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# Real-world use cases

## Project management and engineering teams

- decision logs that don't disappear into Slack
- action items that survive sprint planning
- meeting summaries you can paste directly into Jira/Notion/Docs

## HR and recruiting

- structured interview notes from recorded sessions
- consistent evaluation summaries
- searchable transcript archives for internal alignment

## Sales and customer success

- extract next steps, objections, and requirements
- build follow-up emails from verified meeting content
- reduce "what did they ask for again?" churn

## Compliance-heavy teams

- exportable minutes and audit-friendly documentation
- controlled access and retention policies

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# Security and compliance posture (practical, not marketing)

InscribeAI is designed around "meetings contain sensitive stuff":

- **Encryption in transit:** Firebase services encrypt data in transit using HTTPS.
- **Encryption at rest:** Firebase services (including Storage/Realtime Database/Firestore) support encryption at rest, and Google Cloud's default encryption uses AES-256 for data at rest in most cases.

- **Access controls:** Firebase Auth + rules-based authorization for tenant/user isolation.
- **Optional PII redaction module:** for summaries/transcripts depending on org needs
- **Configurable retention:** keep transcripts only as long as required

If a buyer says "HIPAA," the correct posture is: the *platform* can be built to support compliant workflows, but compliance depends on the full deployment environment, policies, and contracts—not slogans.

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# Results / impact (internal benchmarks, varies by input quality)

- Reduced post-meeting documentation time by **~80%** (less manual note stitching and follow-up chasing)
- Transcription accuracy **>90%** on clear audio (drops with noise/crosstalk—reality)
- Typical processing: **15-minute meeting < 2 minutes** end-to-end on standard cloud GPU/optimized settings
- Improved accountability via explicit task extraction and assignment

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# Tech stack

- **Speech-to-text:** OpenAI Whisper
- **Diarization:** diarization module / speaker labeling ("who spoke when")
- **Backend:** Flask (Python) + LangChain orchestration
- **Frontend:** React.js
- **Auth/DB/Storage:** Firebase (Auth, Realtime DB, Storage)
- **Infra:** AWS EC2, Docker, CI/CD via GitHub Actions

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# FAQ (SEO-friendly)

**Is InscribeAI a "meeting bot" that joins live calls?**
It supports live recording/upload workflows. If you want "join Zoom/Meet," that's an integration layer on top (WebRTC / platform APIs).

**How accurate is speaker diarization?**
Diarization quality depends on audio separation and crosstalk. The value is still high even with imperfect labels because it makes attribution and retrieval dramatically easier.

**Where is meeting data stored?**
In Firebase storage/database services with encryption in transit and encryption at rest support; access is enforced through auth + rules.

**Can we run it privately (no cloud)?**
Yes in principle: Whisper + summarization can run in a containerized, on-prem or VPC deployment. The tradeoff is infra cost and ops overhead.

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# CTA (MuFaw AI Research Lab)

**Request a demo** to see how InscribeAI turns meetings into transcripts, summaries, decisions, and action items—without manual note-taking.

Welcome, Laiba Shahid 👋

## Dashboard
Dashboard

☁ Upload Meeting

📄 Transcription

✓☰ Agenda Tracker

📋 Action Items

📊 Reports

🧠 Summary

🎤 Live Recording

# Live Recording

**Agenda Items (required)**

e.g., Discuss project milestones, budget planning, team updates

Click below to start recording your meeting.

🎤

# Welcome Back

Email Address

Password

**Sign In**

**Continue with Google**

Don't have an account? **Sign Up**

Welcome, **Laiba Shahid** 👋

- Dashboard
- Upload Meeting
- Transcription
- Agenda Tracker
- Action Items
- Reports
- Summary
- Live Recording

📄 Transcript Viewer `Local`

⚡ Regenerate Summary ⛅ Download TXT ⛅ Download JSON ⛅ Make Report

📄 Transcript `673 chars`

Bilal: Hey Bilal, thanks for joining. Let's start with the model update. How's the new weight SPEAKER_01: estimation model performing? Aisha: Hi Aisha, it's running 4% more accurate after adding the GLCM features. I will finalize SPEAKER_00: tests by tonight. SPEAKER_01: Perfect. Can we integrate it with the mobile API this week? SPEAKER_00: Yes, back-end Sinec is set for Thursday. I will push the end-point updates right after SPEAKER_01: QA approval. Great. So your action items is API deployment by Friday and I will review SPEAKER_01: front-end alignment. Anything blocking you? SPEAKER_00: None so far. SPEAKER_01: Alright, let's close here next check-in on Monday.

⊘ Agenda coverage — Check

Agenda (comma or newline separated)

model performance , deployment date, next actions

Check Agenda — Clear

~~Covered~~

deployment date ⊘
Covered

# Upload or Record a Meeting

## Agenda Items (required)

e.g., Discuss Q4 Sales Targets, Project Timelines, and Client Feedback

Drag & drop your meeting file here, or click to browse

(Max 500 MB)

or

🎤 Record Live Meeting