



Expert AI Enabling Limited

We enable AI adoption in all industries

Expert AI Enabling Limited

A member of Expert Systems Holdings Limited (HKEX Stock Code 8319).

Highlight

1

Service Coverage:

- Hong Kong & Macau

2

Offering:

- GenAI Solutions

3

Target Customers:

- Business-to-Business

4

Highlights:

- Established own R&D team in HK
- Developed advanced GenAI solutions, including
 - ChatSeries, ChatEnquiry, ChatMinutes, ChatServiceDesk
- Expertise in building AI models utilizing both Generative AI and Analytical AI

Speech Solution



- Meeting Minutes
- Transcript Report
- Interpretation

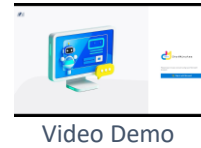
Meeting Minutes & Transcript Report

Objectives

- Meeting Summarization
- Action Item Tracking
- Consistency and Accuracy
- Time Efficiency

Additional resources

- Video Demo



Solution Diagram

Data Source

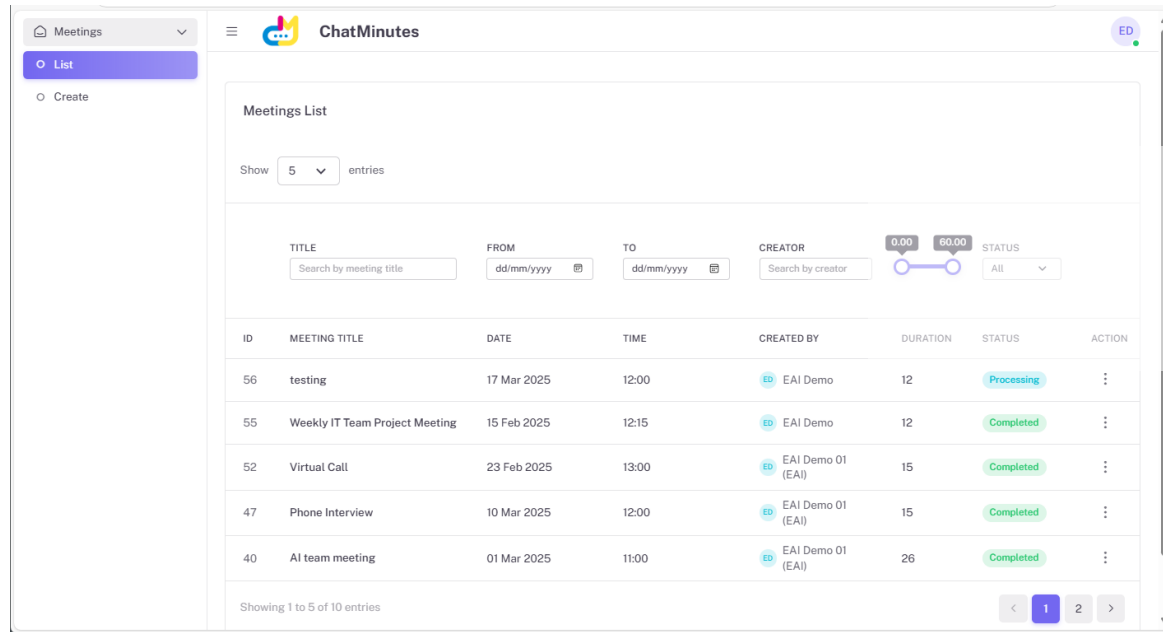
- Audio data
- Meeting agenda
- Attendance notes



AI Platform



ChatMinutes User Interfaces

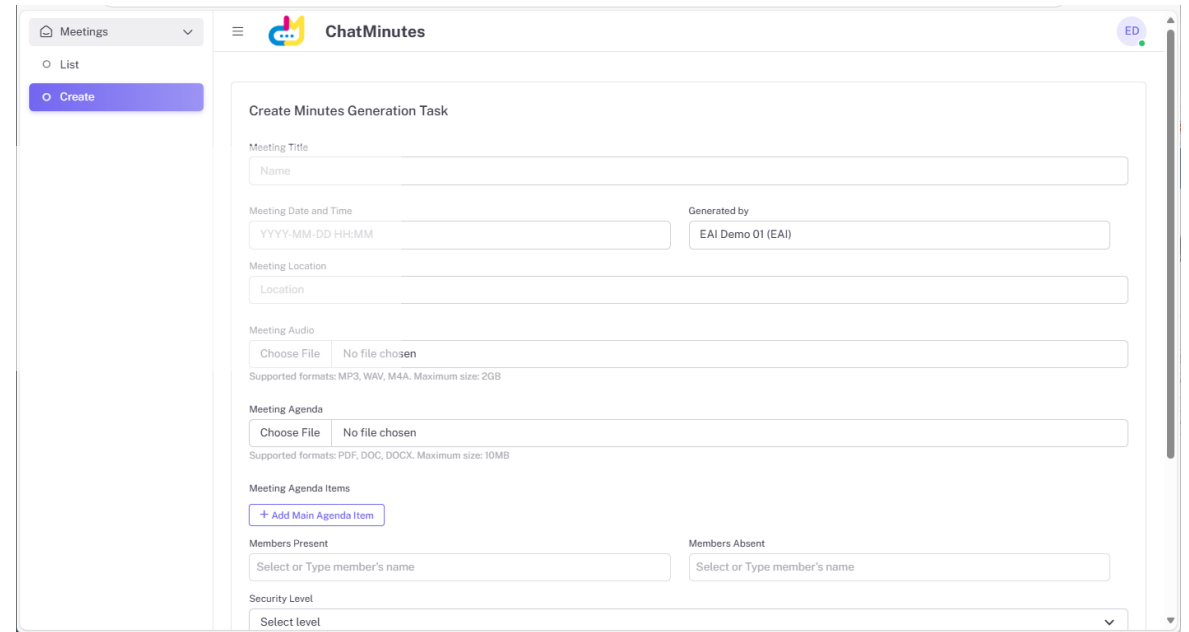


The screenshot shows the 'Meetings List' interface. It includes a sidebar with 'List' and 'Create' options. The main area has a 'Meetings List' section with a 'Show 5 entries' dropdown. Below this is a search bar with fields for 'TITLE', 'FROM', 'TO', 'CREATOR', and 'STATUS'. A table lists meetings with columns: ID, MEETING TITLE, DATE, TIME, CREATED BY, DURATION, STATUS, and ACTION. The table contains 5 entries. At the bottom, it says 'Showing 1 to 5 of 10 entries'.

ID	MEETING TITLE	DATE	TIME	CREATED BY	DURATION	STATUS	ACTION
56	testing	17 Mar 2025	12:00	EAI Demo	12	Processing	
55	Weekly IT Team Project Meeting	15 Feb 2025	12:15	EAI Demo	12	Completed	
52	Virtual Call	23 Feb 2025	13:00	EAI Demo 01 (EAI)	15	Completed	
47	Phone Interview	10 Mar 2025	12:00	EAI Demo 01 (EAI)	15	Completed	
40	AI team meeting	01 Mar 2025	11:00	EAI Demo 01 (EAI)	26	Completed	

ChatMinutes – Meetings List

- Search and access meeting minutes.
- Check the status of minutes generation.
- Download both the minutes and transcript.



The screenshot shows the 'Create Minutes Generation Task' interface. It includes a sidebar with 'List' and 'Create' options. The main area has a 'Create Minutes Generation Task' section with fields for 'Meeting Title', 'Meeting Date and Time', 'Meeting Location', 'Meeting Audio', 'Meeting Agenda', 'Meeting Agenda Items', 'Members Present', 'Members Absent', 'Security Level', and 'Status'. There are also buttons for 'Choose File' and 'Add Main Agenda Item'.

ChatMinutes – Create Minutes

- Create meeting minutes.
- Entering the meeting agenda, Adding meeting participants.
- Uploading the meeting audio file.

Minutes Report Sample

Minutes of Team meeting Held on 10/03/2024 at 10am in Zoom				
Present:	Steve		Nico	
	Dan		John	
	Axel			
Absence:	Gigi			
Agenda				
A Action items from the previous meeting (included in projects progress)				
B Projects progress by Div/Dept				
B.1 Introduction of New Front-End Engineer - Nico				
B.2 Proposal for Enhancing Issue Herder Tool's Process - John				
B.3 Daylight Savings Time Adjustments - Team members				
B.4 Infrared Dev Escalation Process - The team				
B.5 Community Contributions for Composer - Gigi				
B.6 Package Feature Navigation Improvements - The team				
B.7 Attendance at Back-End Weekly Call - Steve, Gigi				
B.8 Meeting Improvements - The team				
B.9 Engineering Managers' Involvement - Engineering managers				
B.10 Potential Increased Hiring in Q4 - The team				
C AOB				
D Next Meeting				
Discussion Items				Action

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Customized Format

Next meeting
Information

Agenda

Action Items

Action Owner

A	Action items from the previous meeting (included in projects progress)	
B	Projects progress by Div/Dept	
1	Introduction of New Front-End Engineer (Nico) • Nico, the new front-end engineer, introduced himself, mentioning his background from Pullabs and his interest in UJS and open source projects. • Nico's addition to the team was welcomed, and his experience was noted as valuable for the ongoing projects.	Nico
2	Proposal for Enhancing Issue Herder Tool's Process (John) • A proposal was discussed to enhance the issue herder tool's process, with a focus on assessing its utility before adding more processes. • John offered to demonstrate the issue herder tool to the team to better understand its current capabilities and limitations.	John
3	Daylight Savings Time Adjustments (Team members) • Daylight savings time adjustments were discussed, with a reminder for team members to share their availability to prevent scheduling conflicts.	Team members
4	Infrared Dev Escalation Process (The team) • The infrared dev escalation process was discussed, with a decision to exclude weekend on-call duties due to legal considerations.	The team
5	Community Contributions for Composer (Gigi) • Community contributions for Composer were highlighted, noting Gigi's progress in this area. • Gigi's contributions were acknowledged as significant and beneficial for the project.	Gigi
6	Package Feature Navigation Improvements (The team) • Axel presented a merge request for package feature navigation improvements, which was well-received by the team.	The team
7	Attendance at Back-End Weekly Call (Steve, Gigi) • Steve and Gigi were encouraged to attend the back-end weekly call for tips and tricks.	Steve, Gigi
8	Meeting Improvements (The team) • Meeting improvements were suggested, including the addition of social elements to enhance team cohesion. • A monthly themed call idea was proposed for social interaction, using a voting system for themes.	The team

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9	Engineering Managers' Involvement (Engineering managers) • Engineering managers' involvement in the back-end call was planned to enhance its maturity.	Engineering managers
10	Potential Increased Hiring in Q4 (The team) • Potential increased hiring in Q4 was mentioned, with minimal impact expected on the package team.	The team
C	AOB • No any other businesses noted.	
D	Next Meeting • _____ would be the secretary of the next team meeting. • There being no other business, the meeting was adjourned at 10:30am. The next meeting would be tentatively scheduled in _____.	
		End

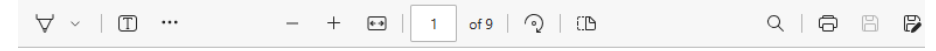
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Solutions



Download Minutes and Transcript



Virtual Call

 EAI Demo 01 (EAI) | Create Date : 17 Mar 2025 | Meeting Date : 23 Feb 2025 13:00

Overview

DESCRIPTION

DURATION(MINS) :

15

UPLOADED RESOURCES

ms_chan.mp3

Download

Download Minutes

[Download Transcript](#)

Action

Delete

[Back](#)

Meeting Transcript

Disclaimer:

The following transcript has been generated using automated speech recognition technology. While we strive to provide accurate and reliable transcriptions, please be aware that automated processes may result in occasional errors, inaccuracies, or omissions. We recommend reviewing the content for clarity and context as needed.

1

[SPEAKER_03] 好啊，而家呢我哋呢就又多咗啲嘅人即係搵我做嗰個嘢唔必要公司就走
搵得我哋我個 budget 啊，噉其實就係好嘅，因為佢哋如果認即係我哋個嘢做到咯大約，
但哋先問我哋究竟幾多錢啊

2

[SPEAKER_03] 咁呢就係，因為我自己覺得大家都用到啲時間走去語言，寫 proposal 啊寫 budget 咁呢，咁有時亦都要走去開會啊，噉我同佢傾過就話我哋要搵一啲人來幫忙做啲我唔想大家咁多時間去做嘅嘢，噉頭先我哋見嗰人呢其實就係申請我哋一個

3

[SPEAKER_03] System 走咗，一個叫 System，佢哋叫做咩，我唔知佢哋叫做，唔係 System Analytics，佢哋叫做水準感受環境指紋，嗰呢個人就係我哋 Games 嘅軟件，嗰佢有個 M.Phil 的地方，香港大學，嗰有十幾年嘅經驗嘅，嗰如果佢哋決定請我哋唔係 Games 軟件

Speaker Name A

Speaker Name B

Transcript Support English and Cantonese

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- ## ChatMinutes – Meeting Details

- Download Minutes
- Download Transcript
- Delete Minutes

Meeting Minutes Functions & Features

Meeting Minutes & Transcript Report

1

Import information

- **Meeting Audio Files:** Supports the inclusion of audio recordings.
- **Agenda Import:** Allows importing meeting agendas in PDF and Word formats.
- **Attendance Records Import:** Facilitates importing attendance records in PDF and Word formats.

2

Transcript Report

- **Audio to Text Conversion:** Converts audio files into text.
- **Multi-Language Support:** Includes support for English, Cantonese, and Putonghua.
- **Extended Meeting Records:** Supports up to 20 hours of meeting recordings.
- **Voice Diarization:** Capable of distinguishing up to 30 different voices.
- **Speaker Labeling:** Labels each voice with the corresponding speaker's name.
- **Transcription Report Format Support:** Compatible with both PDF and Word formats.

3

Meeting Minutes

- **Customized Minutes Report:** Offers three levels of content detail.
- **Action Owner Identification:** Clearly identifies the responsible party for each action item.
- **Meeting Minutes Format Support:** Compatible with both PDF and Word formats.
- **Agenda-Based Content Generation:** Automatically generates meeting minutes based on the meeting agenda.

Meeting Minutes Functions & Features

User Management & Active Directory Integration

1

User Management

- **User Profile Management:** Create, update, and delete user profiles.
- **Active Directory Synchronization:** Synchronize user profiles with Microsoft Active Directory.

2

User Group Management

- **User Group Management:** Create, update, and delete user groups.
- **Role-Based Group Assignment:** Assign users to groups based on their roles and responsibilities.
- **Active Directory Synchronization:** Synchronize group membership with Active Directory.

3

User Login

- **Secure Authentication:** Implement secure authentication using Active Directory credentials.
- **Password Reset:** Provide functionality for password resets.

4

Role-Based Access Control

- **Role and Permission Management:** Define roles and permissions for users and groups.
- **Access Control Enforcement:** Enforce access control based on user roles.
- **Admin Interface:** Provide an admin interface to manage roles and permissions.
- **Feature and Data Restriction:** Restrict access to application features and data based on user roles.
- **Unauthorized Access Prevention:** Ensure unauthorized users are denied access to protected resources.

5

Security

- **Secure Coding Practices:** Implement secure coding practices to prevent vulnerabilities.
- **Data Encryption:** Encrypt sensitive data both in transit and at rest.
- **Compliance with Standards:** Conform to standard web application design guidelines and customer security requirements.
- **Audit Trail:** Enable audit trails for user and system activities.

6

Active Directory Synchronization

- **Profile and Group Synchronization:** Synchronize user profiles and groups.
- **Seamless Authentication and Authorization:** Ensure seamless authentication and authorization.

Benefits



Minimize Human Errors



Save Valuable Time



Enhance Productivity




Data Security



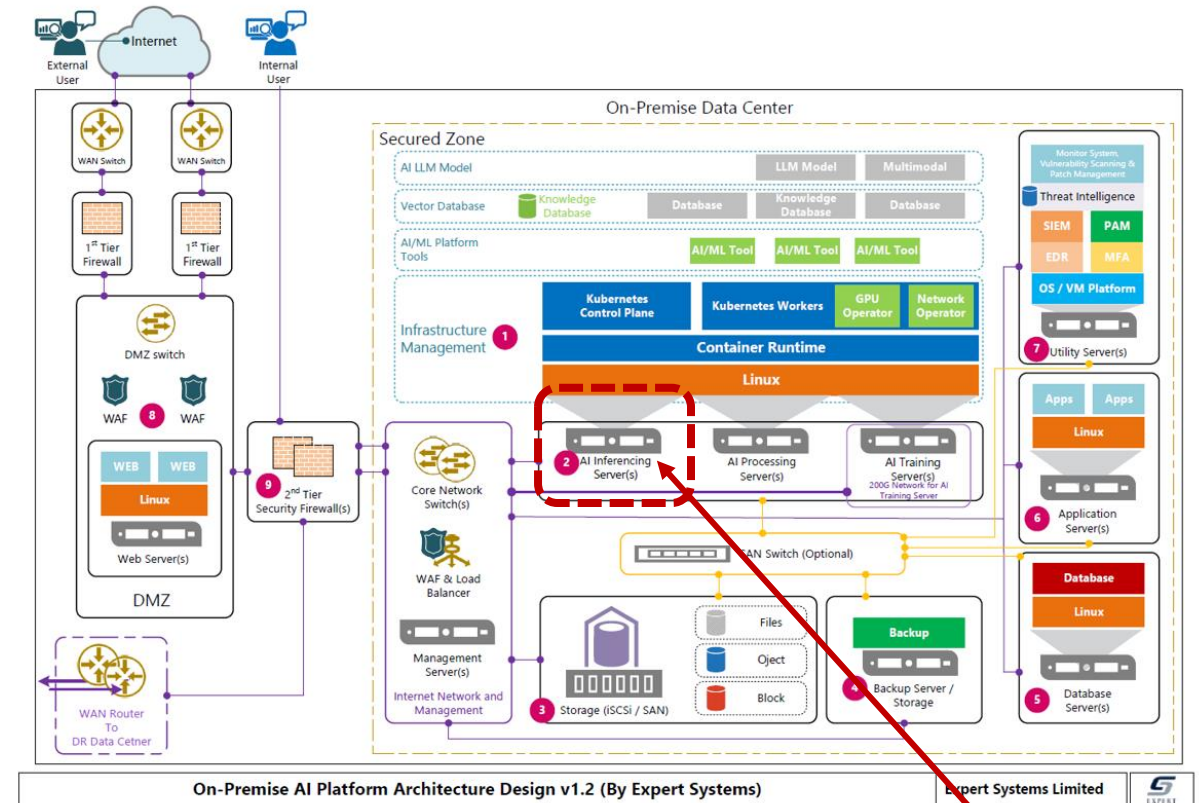
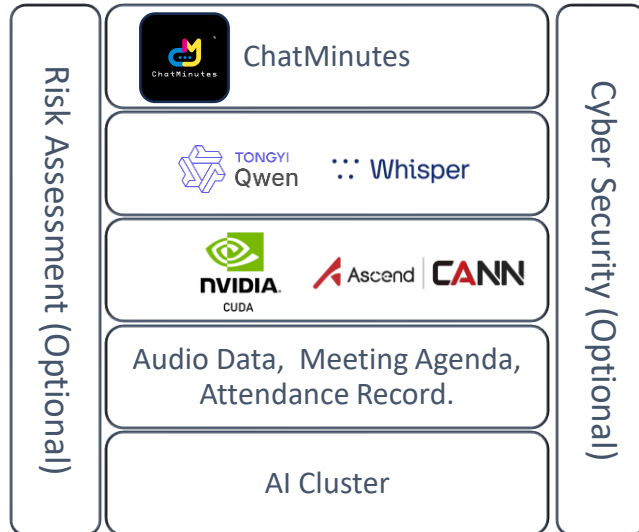
Solutions



Compute Resources

Requirements	
LLM Sizes	14B
Platform	CUDA
GPU	L20 x4
RAM	384 GB
Data Store	Object Storage
Networks	10Gb/s Ethernet

Comprehensive AI Solution



Supported by



AI Cluster reference architecture

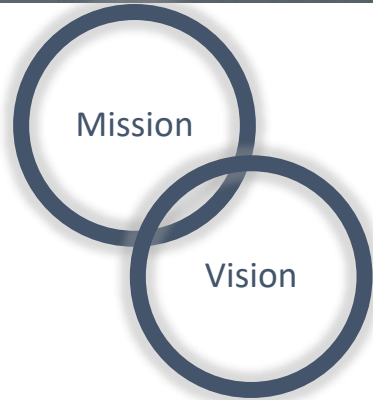
ChatMinutes Server

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Thank You



Mission

To enable our customers to effectively adopt the best valued and innovative information technology solutions and services for their business success

Vision

To be the partner of choice in the information technology ecosystem



Gavin Leung
Sales Manager

