AI Meeting Record Transcription Tool for the Hong Kong Government

Presented by WYNI Technology Limited

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Executive Summary: AI-Powered Meeting Record Management

Traditional Approach

AI-Empowered Approach

Current Approach: Traditional meeting record management often results in:

- Time-consuming manual transcription and summarization.
- Inconsistent documentation prone to human error.
- Difficulty retrieving and analyzing meeting insights for decision-making.

AI-Empowered Approach: Our AI-driven solution transforms meeting record management by:

- Automating transcription and summarization to save time and reduce manual effort.
- Standardizing documentation for consistent, accurate, and unbiased results.
- Providing actionable insights and trend tracking for better decision-making.

Our Ready-Made Solution: AI Meeting Record Management Tool

1. Audio Integration

Seamless integration via direct audio recording or file uploads (e.g., MP3) to collect meeting discussions across various formats and departments.

2. AI-Powered Transcription and Analysis

Advanced LLM processing of meeting audio to transcribe discussions, summarize key points, identify speaker contributions, and extract actionable insights.

3. Smart Reporting and Summarization

Automated generation of comprehensive meeting summaries, including timestamps, action items, and standardized documentation for consistent, unbiased results across selected periods.

1

Upload Audio File or Record Audio

🎙️ **Meeting Audio Analyzer**

1. Upload Audio File

☁️
Click to upload or drag and drop
MP3 files only (Max 25MB)

⊗ Clear File

OR Record Audio

Record | Stop Recording | ▶ 0:00 / 0:00 ━━━━━━ 🔊 ⋮ | ⊗ Clear Recording

2

Select Output Language(English/Traditional Chinese)

2. Select Output Language

🇺🇸 **English** | ⊠ 繁體中文

3

Select Analysis Type (*Remark: this is the demo screen for an IT company meeting*) and Process Audio

3. Select Analysis Type

📄 **Standard Summary** General meeting summary with key points and decisions	📄 **Detailed Summary** Comprehensive summary with speaker identification and timestamps
✅ **Action Items** Extract all action items, tasks, and deadlines mentioned	💼 **Sales Meeting Analysis** Customer pain points, objections, next steps, and follow-ups
⚙️ **Technical Discussion** Technical decisions, architecture points, and implementation details	🧍 **Stand-up Meeting** Progress updates, blockers, and planned work by team member
👤 **Interview Analysis** Candidate strengths, concerns, and hiring recommendations	💡 **Brainstorming Session** Ideas generated, themes, and prioritized concepts

Process Audio

4

Output

4. Detailed Summary of Each Discussion Topic

Topic 1: Review of First Half 2025 Sales Results

The meeting began with a high-level overview indicating that one of the company's products sold well during the first half of 2025. The group expressed interest in analyzing what contributed to this success and how to sustain and improve these results in the coming months.

Topic 2: Data Collection and Feedback Mechanism

The team agreed on the importance of closely examining sales data and market feedback as a base for future planning. Mandy from Marketing was assigned to compile detailed sales data, while Marcus from Sales was tasked with gathering qualitative feedback from frontline salespersons. This split ensures both quantitative and qualitative insights are included. A follow-up meeting was scheduled pending the completion of these data collection efforts.