



AI Agent Digital Meeting

[Automate, Capture and Co-ordinate Meetings
with AI Powered Meeting Intelligence]

AI Agent - Digital Meeting Assistant

Automate, Capture, and Co-ordinate Meetings with AI-Powered Meeting Intelligence
The Digital Meeting Assistant is an AI-powered solution built in Microsoft Copilot Studio that automates meeting transcription, MoM creation, task assignment, and multilingual documentation — ensuring accuracy, speed, and end-to-end meeting lifecycle automation.

The assistant streamlines activities from *live transcription to action item tracking*, removing the burden of manual note-taking. With enterprise-grade security and RBAC, it supports diverse teams through English + Hindi multilingual outputs for inclusive participation.

Designed for organizations conducting frequent internal or client meetings, this solution eliminates human error, accelerates follow-ups, and ensures every stakeholder stays aligned with clear, structured meeting documentation.

By addressing challenges of manual documentation, inconsistent action tracking, and communication gaps, the Digital Meeting Assistant improves productivity, boosts accountability, and enhances operational efficiency across departments.

Compusoft's AI Agent can be deployed as a standalone intelligent assistant. It can be published to Microsoft Teams, Microsoft Chat and Azure Bot Service Channels including web, mobile, social, and voice—and supports enterprise customer engagement platforms like Dynamics 365 Customer Service, Genesys, LivePerson, Salesforce, and ServiceNow. This AI Agent are platform agnostic (outside Microsoft Environment)

Challenges Faced by Organizations :

- Manual meeting minutes and note-taking cause inconsistencies.
- Delayed follow-ups and lost action items across teams.
- Lack of structured MoM for approvals and compliance.
- Multilingual or geographically distributed teams struggle with inclusive participation.
- Missing stakeholder-specific tasks and unclear responsibilities.
- Decentralized meeting data and limited traceability for audits.

How the Digital Meeting Assistant Helps

- Uses Microsoft Teams + Copilot Studio for automated transcription and MoM.
- Generates structured action items mapped to stakeholders.
- Sends real-time notifications and follow-up reminders.
- Provides multilingual meeting documentation (English + Hindi).
- Enables review & approval workflows for MoM and action items.
- Centralized and secure storage through Microsoft ecosystem integration.

Key Features

- **Meeting Capture & Transcription** – Converts meeting audio to accurate English/Hindi transcript.
- **Automated MoM & Action Items** – AI-generated summary, key decisions, risks, and stakeholder tasks.
- **Review & Approval Workflow** – Sends MoM to chairperson for edits and approvals.
- **Task Assignment & Tracking** – Auto-creates tasks with timelines and integrates with Task Planner.

- **Follow-up & Notifications** – Automates reminders until task closure.
- **Multilingual Documentation** – Outputs MoM and transcripts in Hindi, English, or both.
- **Enterprise Security & RBAC** – Secure data handling with Microsoft compliance standards.
- **Seamless Integration** – Works with Teams, SharePoint, Outlook, Planner, Dynamics 365, and ERP/HRMS systems.

Department-Wise Benefits

1] HR Department

- Automatically documents hiring, onboarding, and HR review meetings.
- Generates MoM for policy discussions or grievance redressal sessions.
- Tracks action items for employee engagement, compliance, and audits.

2] Legal & Compliance Teams

- Produces accurate transcripts for legal or contract review meetings.
- Maintains traceable MoM trails for compliance alignment.
- Ensures no missed commitments or obligations during discussions.

3] Finance & Procurement

- Records vendor negotiations and procurement meetings.
- Highlights financial decisions and follow-up tasks.
- Tracks commitments, approval timelines, and escalations.

4] Audit & Risk Teams

- Creates structured audit meeting documentation.
- Ensures accurate recording of findings, risks, and corrective actions.
- Maintains audit-ready logs for future evidencing.

5] Operations & Project Teams

- Summarizes project stand-ups, sprint meetings, and review calls.
- Tracks dependencies, blockers, and timeline updates automatically.
- Ensures alignment across cross-functional teams.

6] Sales & Customer Service Teams

- Documents sales calls, proposal discussions, and client reviews.
- Auto-generates follow-up tasks for pipeline movement.

- Ensures SLAs, commitments, and customer expectations are recorded and tracked.

Industry Coverage

All industries — including IT, Real Estate, Construction/AEC, Manufacturing, Government, BFSI, Healthcare, Education, Professional Services, and more.

Why Choose Compusoft Advisors ?

With over 25 years of expertise in **Microsoft Dynamics 365, Azure AI**, and enterprise solutions, Compusoft Advisors delivers **AI-powered, intelligent automation** tailored for organizations requiring accuracy, compliance, and efficiency in document management.

For more details drop us an email at marketing@compusoftadvisors.com or visit our website : www.compusoftadvisors.com