

Digital Meeting Assistant

[Digital Meeting Assistant — developed in Microsoft Copilot Studio by Compusoft Advisors.]



1. What is the Digital Meeting Assistant?

It is an AI-powered solution built on Microsoft Teams and Copilot Studio that automates transcription, MoM creation, task assignment, approvals, and multilingual documentation.

2. How does the assistant capture meeting content?

It uses Microsoft Teams' AI transcription to convert meeting audio into accurate English and Hindi text in real time.

3. Can it generate Minutes of Meeting automatically?

Yes. It creates structured MoMs with decisions, key points, risks, and stakeholder-specific action items.

4. Does it support multilingual output?

Yes. It produces transcripts and MoMs in **English, Hindi, or bilingual format.**

5. How are tasks assigned and tracked?

Tasks are auto-created based on discussion context, assigned to stakeholders, integrated with Microsoft Planner/To-Do, and monitored with automated reminders.

6. Can MoMs be reviewed and approved?

Yes. A built-in review & approval workflow sends MoMs to chairpersons or team leads for edits, corrections, and approval.

7. Does it support recurring meetings?

Yes. It maintains continuity across recurring sessions — linking decisions, action items, and discussion threads.

8. Can it work for offline or in-person meetings?

Yes. Audio recordings from in-person meetings can be uploaded for transcription and MoM generation.

9. Is the solution secure?

Absolutely. It uses enterprise-grade RBAC, Microsoft 365 security, Azure Storage, and full audit traceability.

10. Where is the meeting data stored?

Data is securely stored within your organization's Microsoft ecosystem — Teams, SharePoint, or Azure Storage — based on your governance rules.

11. Does it integrate with other Microsoft tools?

Yes. It integrates with **Teams, SharePoint, Outlook, Planner, Dynamics 365, HRMS, ERP systems**, and more.

12. Can we customize the MoM format or workflows?

Yes. Templates, approval flows, and task routing can be fully customized as per departmental or industry standards.

13. How accurate is the transcription?

Microsoft's AI speech models deliver high accuracy and adapt to accents, meeting contexts, and domain-specific vocabulary.

14. Can it detect speakers and tag their dialogue?

Yes. Speaker identification helps attribute comments to individual participants for clearer accountability.

15. What are the licensing or deployment requirements?

You need Microsoft 365 with Teams, transcription access, and a Copilot Studio environment. Optional connectors enhance functionality.

Productivity & Use-Case FAQs

16. How does it help hybrid or remote teams?

It ensures consistent, real-time documentation across all participants — onsite, remote, or mobile — minimizing miscommunication.

17. What if a participant joins late or leaves early?

The assistant continues capturing the meeting, and late joiners can instantly refer to live transcripts and MoM updates.

18. Does it support audit or compliance workflows?

Yes. It maintains traceable documentation, approvals, version logs, and complete task trails suitable for audits.

19. Can it notify users about pending or overdue tasks?

Yes. It sends timely reminders and escalations to ensure task completion and accountability.

20. What industries can use the solution?

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

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