



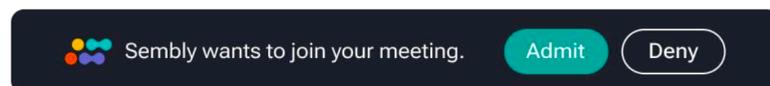
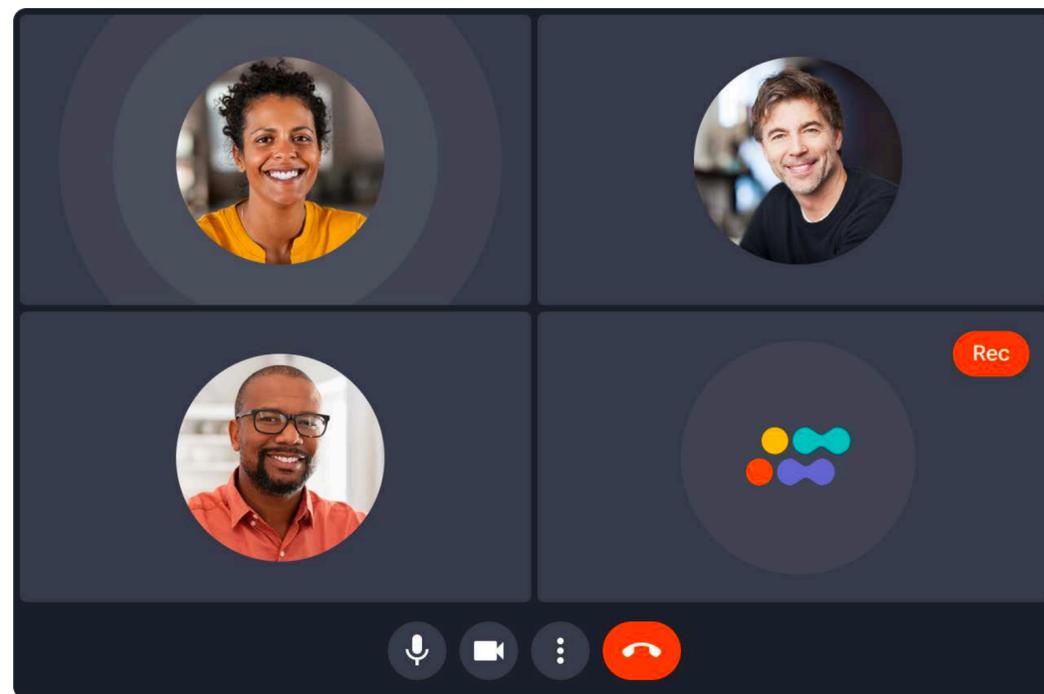
# The Smartest AI Team Assistant

Sembly AI transcribes, takes meeting notes, and generates insights for your professional meetings

# What is Sembly AI?

## Your AI Teammate

Sembly introduces AI participants to meetings who **take meeting notes, create post-meeting content, and update workflow applications with tasks and other next-step items**, enabling teams to reduce manual work and focus on high value activities.



Seamlessly works with all major meeting platforms



Understands more than 30 languages



No downloads or installs required

# Automatically generated notes for all your meetings



Focus on the discussion, let Sembly take meeting notes for you. As Sembly attends your meetings, it will automatically generate your meeting notes library, which can easily be searched and shared across your teams for better alignment and traceability.

Automation

Alignment

Traceability

## Meeting Notes ?

Copy public link

Download

**B** *I* U **¶** **☰** **☰** **⌵** **”**

### 🌟 Summary

In the meeting, the team discussed progress updates on tasks, including UI mockup reviews, usability testing, summary report preparation, and code review. They addressed questions about upcoming deadlines and decided to review and adjust them accordingly. Additionally, they planned a separate meeting to discuss resource allocation for a new client project. Overall, the meeting was productive and focused on enhancing the project's design, usability, and timely delivery.

### 📄 Outline

#### 1. Progress Update — 00:03

- John has updated the project status and provided progress updates for all tasks.
- Jennifer reviewed UI mockups, suggesting adjustments to improve the color scheme and visual appeal.
- Brian conducted a usability test, gathering feedback and identifying minor usability issues for improvement.

#### 2. Upcoming Deadlines and Resource Allocation — 08:01

- John raised a question about upcoming deadlines for the next set of tasks.
- Emily will review the deadlines and make necessary adjustments.
- Daniel requested a discussion on allocating more resources to meet the timeline for the new client project.

#### 3. Product Upgrades — 11:07

- Proposed enhancements to the product's user interface, focusing on user-friendliness and intuitive design.
- Highlighted the need for comprehensive testing to ensure a bug-free user experience post-upgrades.



AI Generated



Multi-language



Fully Editable

# Never miss a work item with automatic task detection



The only AI platform that understands activities, tasks, and project ideas at near-human PM quality, including due dates and assignees. Know exactly which tasks to work on immediately after your meeting by reviewing Sembley Tasks or stream tasks to your favorite task management or to-do app.

Focus

Delivery

Productivity

**Tasks** ?

▼ **Activities** 1

**Review and approve UI wireframes for the new dashboard design**

Review the UI wireframes for the new dashboard design and provide feedback or approval. Ensure that the design aligns with the project requirements and usability standards.

Assigned by: Michael Johnson

Assigned to: Jennifer Anderson

Deadline: 2 days from today

Posted to Slack

▼ **Tasks** 2

**Develop a project timeline for the software upgrade**

Create a detailed project timeline outlining the tasks, dependencies, and milestones for the software upgrade project.

Assigned by: Andrew Wilson

Assigned to: Emily Davis

Deadline: 3 days from today

**Coordinate with the marketing team for the product launch**

Collaborate with the marketing team to plan and execute the marketing activities for the upcoming product launch. Coordinate the messaging, branding, and promotional strategies to ensure a successful launch.

Assigned by: Lisa Thompson

Assigned to: Jessica Ramirez

Deadline: Before the product...

Posted to Slack

▼ **Projects** 3

Define the scope and deliverables for the new

**AI Generated**

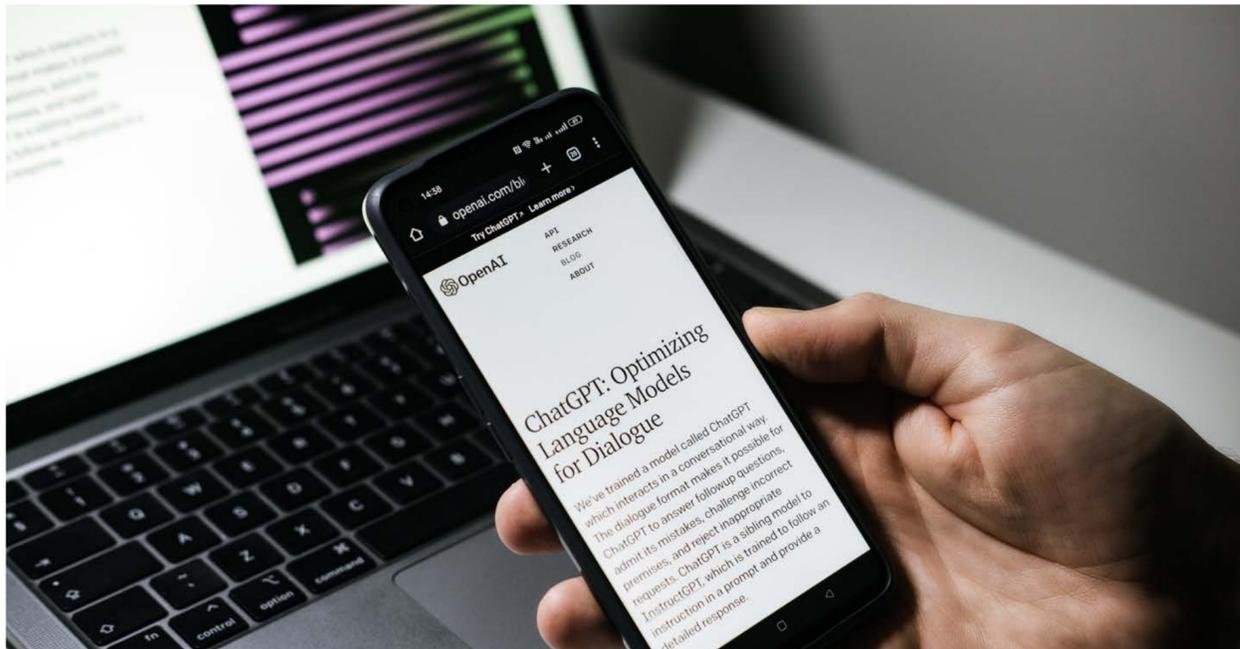
**Multi-language**

**Integrations**



## 03 · Ask Your Semblian

# Meet Semblian, your AI meeting chatbot



Chat with Semblian about your meeting. Ask clarifying questions, confirm details, or ask it to generate follow-up content, such as the agenda for the next call or a thank you email covering key decisions made during the meeting.

Sharp Insights

Time Savings

Fast Follow-up

Hi John! 🤖

Happy to answer questions about the meeting or write original content based on what was discussed. Click 💡 for some suggestions.

What were the key decisions made during my last meeting as a Product Manager?

Based on the meeting transcript, the key decisions made were to prioritize feature A over feature B in the upcoming sprint, allocate more resources towards testing, and schedule a demo for the stakeholders next week.

Was there any discussion about the user feedback we received on our product during the meeting?

Yes, there was a brief discussion about the user feedback we received. The team acknowledged the feedback and agreed to prioritize fixing the top three issues reported by users in the next sprint.

Write a thank you email based on this meeting.

Ask me anything 500

List the main topics of discussion.

List tasks and next steps sorted by intended task performer.

List issues sorted by who mentioned it; for each rate it as high, medium, or low next to the item.

Summarize the meeting in 5 lines.

Write an email with a summary of this meeting.

AI Generated

Multi-language

Powerful

# How Enterprises Can Benefit from Daily Use of Sembly

The Sembly AI team assistant enhances team productivity by automating manual tasks, providing real-time access to meeting insights, and enabling efficient collaboration and streamlined decision-making.

## Value for Team Members

- **Always in-the-loop:** Skip unnecessary meetings and remain informed with proxy attendance.
- **Boost productivity:** Reduce manual work, use the extra time to focus on important tasks.
- **Easy, accurate follow-up:** Generate relevant and complete follow-up notes and emails.

## Value for Leaders

- **Optimized decision-making:** Quick access to key insights from meetings for efficient decision-making.
- **Advanced workstream visibility and controls:** AI-powered actionable insights such as risks, issues, decisions, and more.
- **Centralized repository of meeting transcripts:** Facilitates information flow, increases organizational knowledge.

## Value for the Enterprise

- **Maximized business opportunities:** Advanced data analysis and insights drive increased project efficiencies, maximizing potential opportunities.
- **Enhanced enterprise reporting:** Comprehensive metadata empowers effective decision-making through detailed reporting.
- **Increased ROI on team meetings:** Optimize the resource time invested in meetings by allowing teams to accomplish more, while attending fewer meetings.

# Commitment to Privacy and Security

Customer privacy and security are our top priority. Our technology and processes undergo rigorous audits to ensure compliance with all applicable regulatory requirements, enabling us to deliver a secure and reliable experience to our customers. We offer multiple deployment modalities, whereby organizations can select an approach that is best-fit for their environment.

## Certifications and Compliance



GDPR



SOC2



PCI DSS v3.2.1

## Deployment Modalities



Secure Cloud



Dedicated Tenant



Private Cloud

## Next Steps

# Mutual Success Plan

Our highly skilled and knowledgeable team is dedicated to providing exceptional support in planning and executing your Sembly AI roll-out and integrations.

## Step 1

Form a dedicated and skilled team of 50 carefully selected members from your organization, who will actively participate in the initial operating capabilities.

## Step 2

Implement a well-planned program for a period of 30 days, closely monitoring its progress and evaluating the outcomes.

## Contact Us

 [info@sembly.ai](mailto:info@sembly.ai)

 [www.sembly.ai](http://www.sembly.ai)

## Step 3

Collect valuable feedback from the team during this timeframe, enabling us to prepare a strong Center of Excellence for a smooth and successful full-scale implementation.