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AI-Powered Meeting Summarizer & Action Tracker

Capture Every Word, Track Every Action

A smart web-based tool that automatically records, transcribes, summarizes, and tracks action items from meetings. Ideal for corporates, remote teams, HR professionals, and freelancers, it ensures no meeting insights or tasks are lost.





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INFIZIA: Empowering Businesses with Digital Solutions

INFIZIA is a forward-thinking technology solutions provider specializing in cutting-edge AI-powered **web and mobile app development**, empowering businesses with custom digital solutions that enhance their online presence and streamline operations for greater efficiency and scalability. We go beyond traditional development by integrating emerging technologies like **blockchain**, offering secure and transparent data handling, smart contract development, and decentralized applications (dApps) that enable organizations to build trustworthy, future-ready ecosystems.





Our Mission & Vision

Mission:

TO EMPOWER BUSINESS WITH CUTTING-EDGE DIGITAL SOLUTIONS THAT DRIVE EFFICIENCY, ENGAGEMENT, AND GROWTH.

Vision:

TO BE A GLOBALLY RECOGNIZED TECH COMPANY KNOWN FOR ITS EXCELLENCE IN WEB AND MOBILE APPLICATION DEVELOPMENT, DELIVERING HIGH-IMPACT SOLUTIONS THAT TRANSFORM BUSINESSES WITH INFINITE INTELLIGENCE.



Product overview

AI Meeting Assistant is an intelligent productivity tool that transforms your meetings into actionable outcomes. It listens to conversations in real-time, transcribes them, summarizes key points, and identifies action items with assigned owners and deadlines. Seamlessly integrated with major platforms, it ensures that nothing important is ever missed and follow-ups are always clear and timely.





Challenges in Current Scenario



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Information Overload

Important details are easily forgotten after the meeting ends.

Lack of Accountability

Action items are rarely documented or tracked consistently.

Manual Note-Taking

Diverts attention and leads to missed context or key moments

Scattered Records

Meeting notes and recordings are not organized or searchable

No Insight into Team Dynamics

Missed opportunities for feedback loops or collaboration improvement.

Our AI driven Solution

Real-Time Transcription

Captures the full conversation with speaker identification.

Smart Summarization Engine

Extracts key decisions, insights, and discussion points

Action Item Detection

Automatically identifies, assigns, and tracks follow-ups.

Integrated Workflow

Syncs with calendars, task managers, and collaboration tools.

Searchable Meeting Archive

Every meeting becomes a searchable, structured record





KEY FEATURES

- ✓ Live Transcription with Speaker Tags
- ✓ Instant Summarization
- ✓ Action Tracker
- ✓ Calendar & Platform Integration
- ✓ Searchable Meeting Repository
- ✓ Follow-Up Notifications
- ✓ Team Insights Dashboard



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Real-Time AI Transcription & Summarization



AI Transcription

High accuracy speech-to-text with speaker distinction.



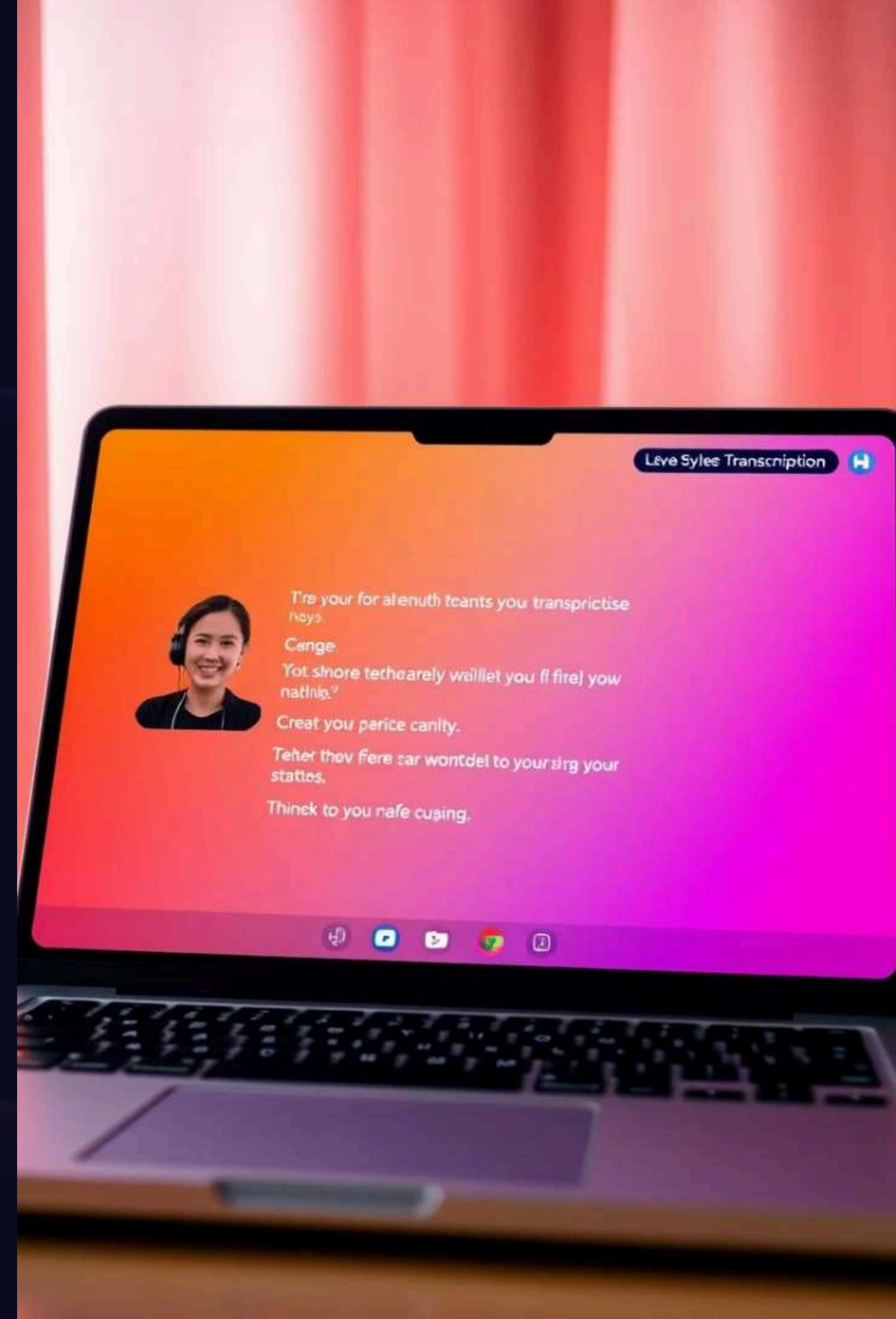
AI summarization

Generates concise summaries highlighting decisions and blockers.



Action Detection

Identifies actionable tasks in discussions automatically.





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Smart Notifications & Deep Integration



Auto Email

Post-meeting summaries sent instantly to participants.



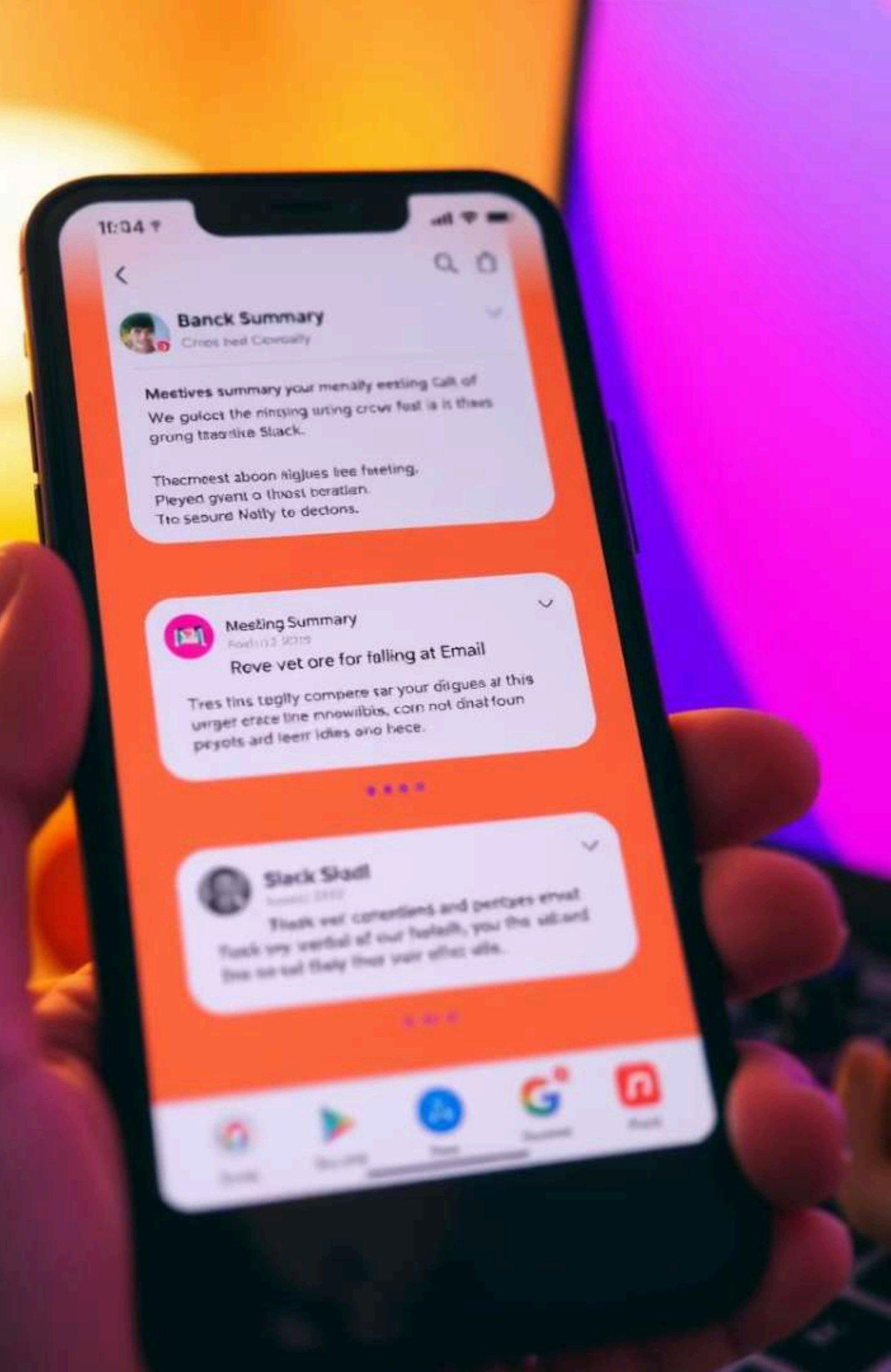
Slack & Teams

Notifications and action items integrated smoothly.



Project Tools

Syncs with Notion, Asana, Jira to track progress.





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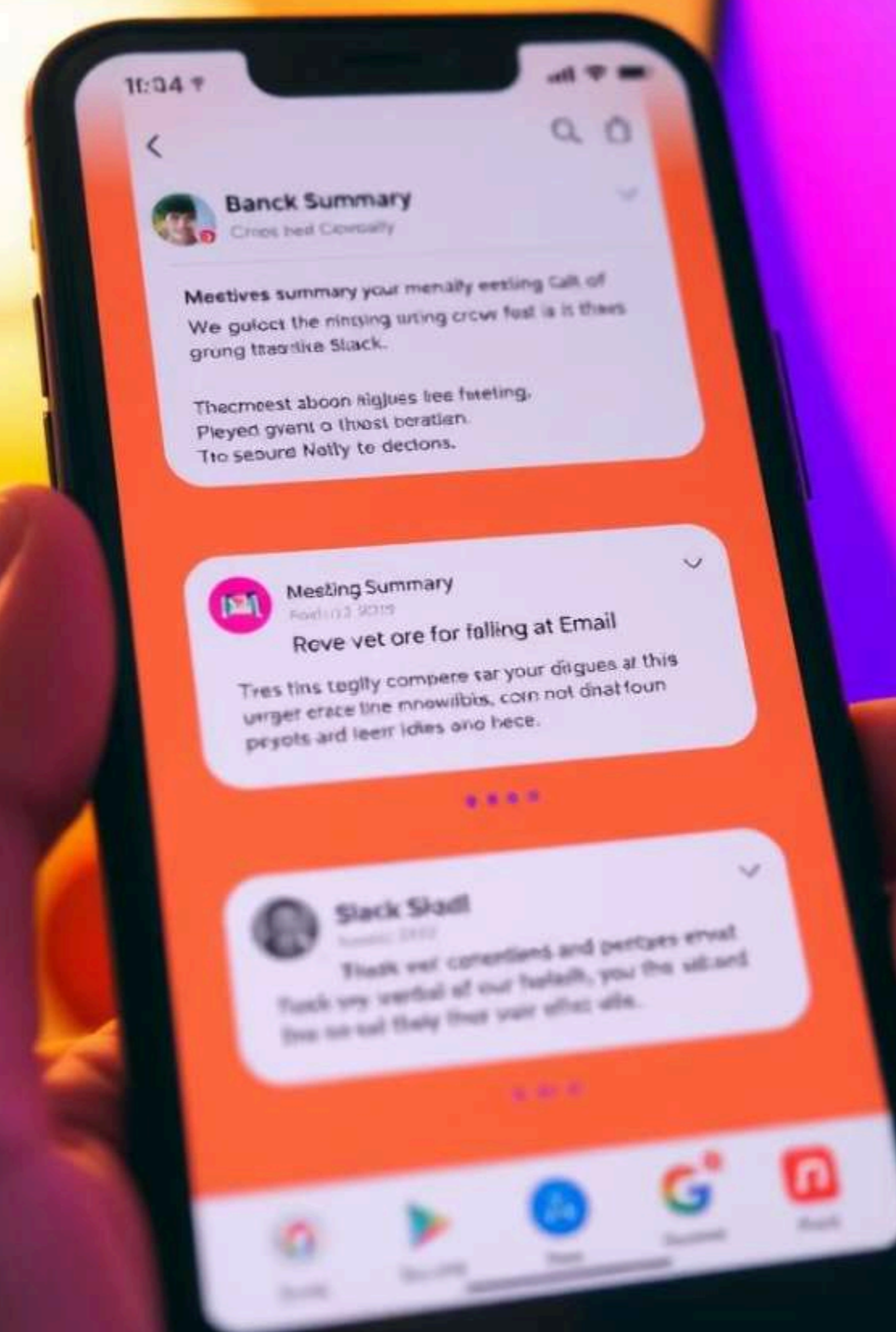
Calendar & Platform Integration and Searchable Meeting Repository



Syncs with Zoom, Google Meet, Outlook, Slack, Trello, and more.



Find any past meeting, action item, or topic using intelligent search.





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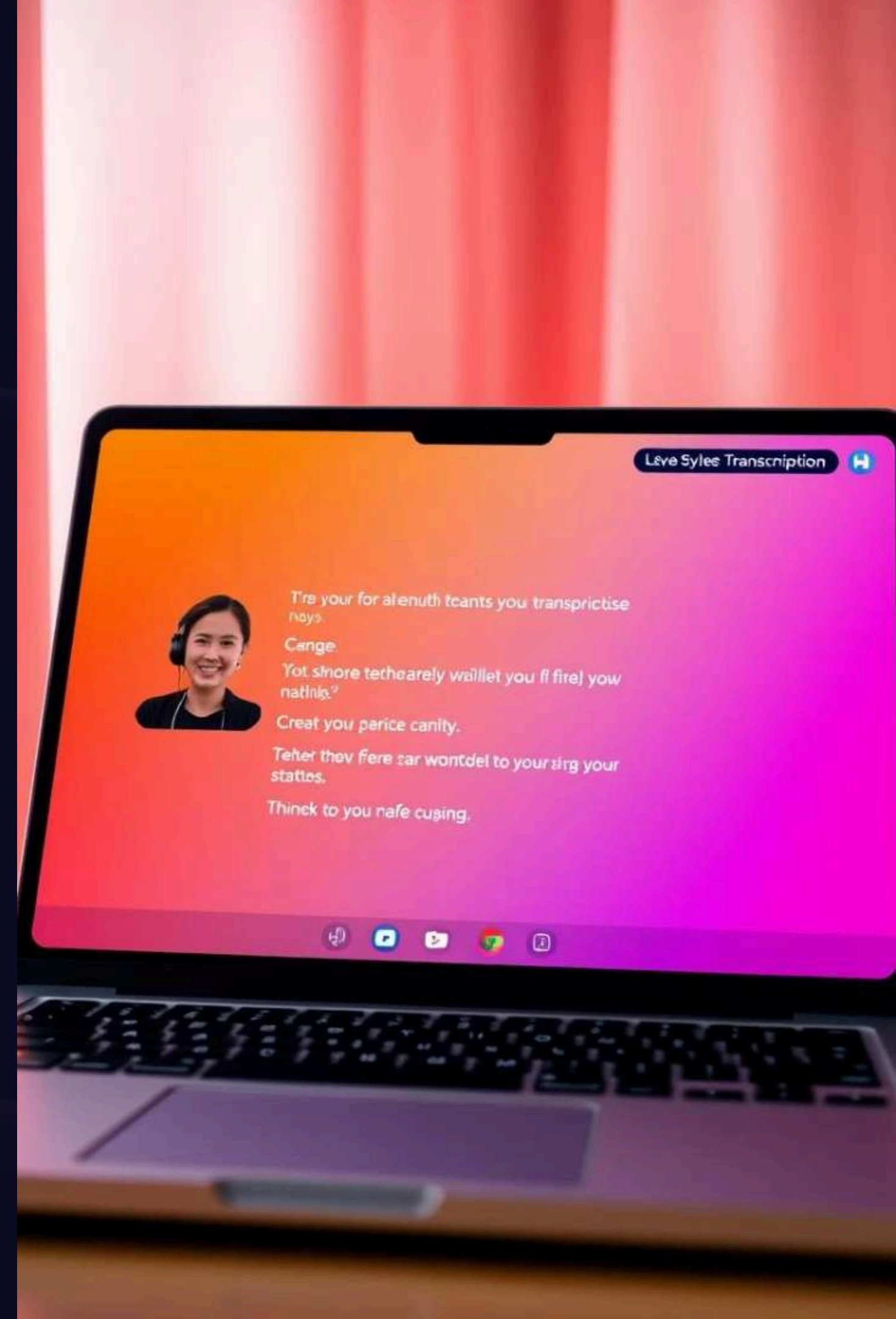
Follow-Up Notifications and Team Insights Dashboard



Timely reminders for pending tasks and unresolved issues.



Analyze meeting patterns, team participation, and execution trends





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Privacy, Compliance & Analytics

Dashboard Insights

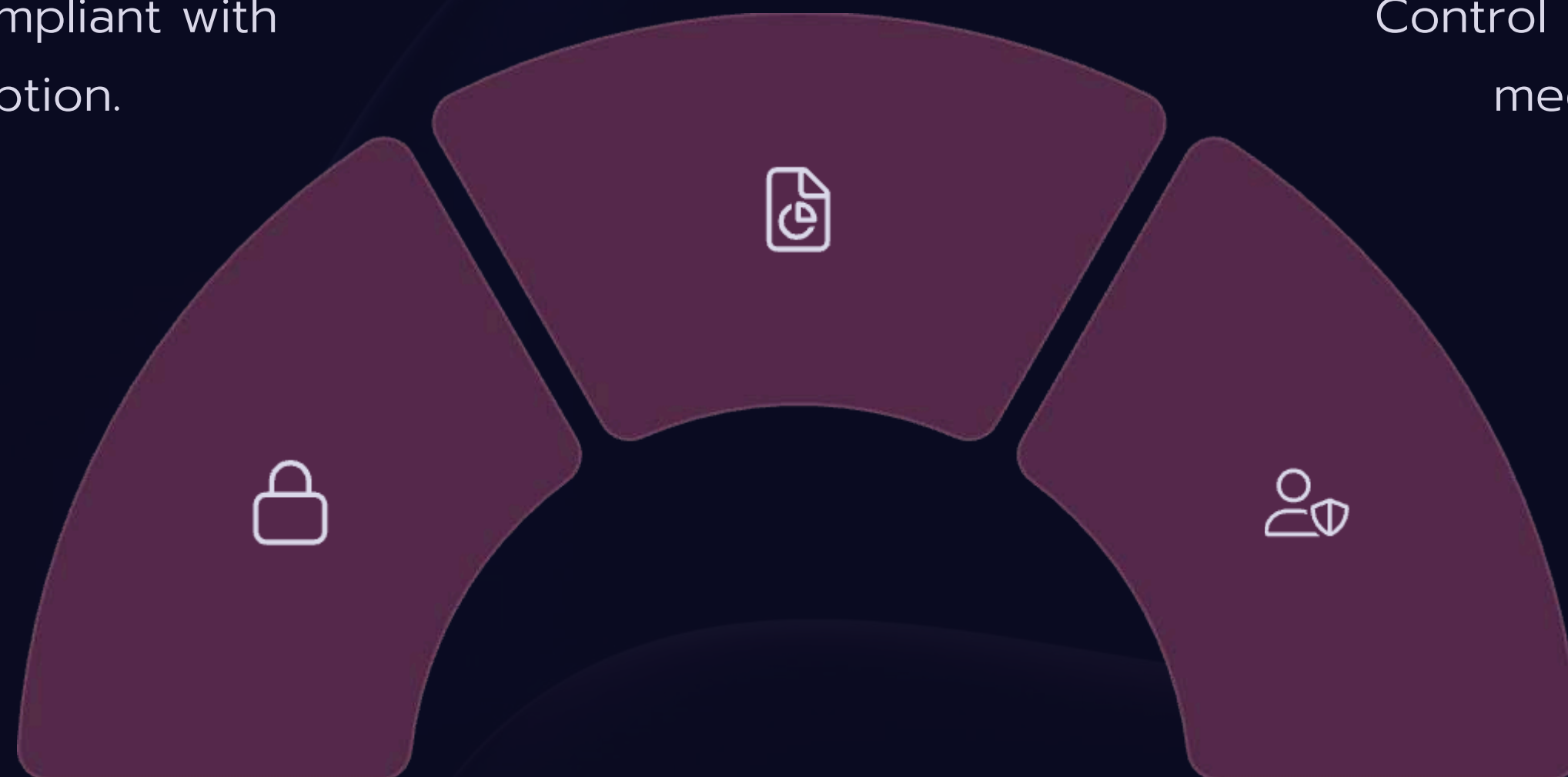
Tracks meeting trends and action completion rates.

Privacy & Security

GDPR and SOC2 compliant with strong encryption.

Role-Based Access

Control who sees sensitive meeting content.





Conversational Interface & Personalization



Ask Questions

Query summaries using natural language, e.g. "Marketing tasks?"



Adaptation

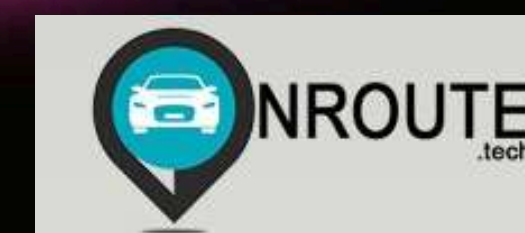
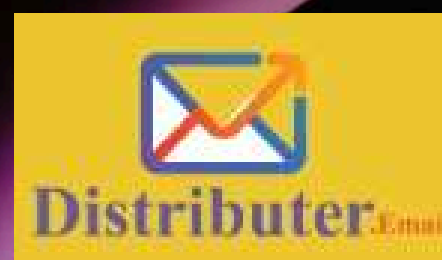
AI learns team preferences and summary styles over time.



Continuous Improvement

Improves accuracy and relevance with use.

OUR PAST CUSTOMERS



Thank You

Thank you for your time. We look forward to helping you capture every meeting insight efficiently.

Ready to transform your team collaboration with Us?

Let's connect: **sales@infizia.com**