World’s first virtual assistant to capture classified meeting minutes
THE STORY IN A NUTSHELL
The Digital Transformation We Contemplate...

CURRENT SCENARIO

- Manual scribing of minutes of meetings
- Missing out on decisions & action points
- Loss of time & money due to execution delays.
- No means to go back to the meeting conversation
- Missing the follow-up on action points

THE ACTA WAY

- Automated recording of meeting minutes
- Uninterrupted time for ideation & discussion
- Lesser monitory impact
Let’s begin with our protagonist

Minutes Of Meetings (MoMs)

Before everything else... why are MoMs so sweet?

Because they provide us with...

- Structure for transforming ideation to action
- Clear determination of ownership of action & classification
- Evidence of commitments for future reference

In short, they are drivers of action, decided in the meeting
HOW ARE THEY DEALT WITH RIGHT NOW?

Manual Scribing!

And The Results Are...

PROBLEMS
- Missing out on decision & action points
- Interruptions due to scribbling notes
- Extended meeting time to cover relevant topics

TANGIBLE LOSSES
- Loss of time & money due to Execution delays
  - 10-15% additional time spent by team
- Dent to customer satisfaction due to cost & schedule deviations
  - Time to market
SHOULDN'T BE A BIG CHALLENGE
We've Got A Way Out...

Minutes-as-a-Service (MaaS):
AI ROBO for Classification Minutes To Ensure...

- Accurate recording of the meeting & opportunity to replay
- Items classified as decisions, action points & keynotes
- Clear determination of ownership & commitments
- Auto-follow-up of action points
- Uninterrupted time for ideation & discussion during the meetings
BUT HOW DO WE DO IT?

acta.Ai stack layer mechanism...

Extend meeting invite to Acta’s ROBO

ROBO joins as a silent participant & records the meeting

Meeting minutes are classified using AI & NLP

Meeting productivity gauged through sentiment analysis

All action points delivered to Jira, Agilean & Salesforce

Enabling AI in every meeting conference
INVITE ROBO INSTANTLY

Acta.ai

Enabling AI in every meeting conference
Automating meeting minutes with the acta.AI stack layer.

For trial version, acta robo will join in your conference for 15 mins only and generate minutes.

Minutes as a Service (MaaS)
<table>
<thead>
<tr>
<th>Action Point</th>
<th>Decision</th>
<th>Key Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>The introduction slide will be filled by Sarma. The Business Case to be filled by Guhan. The What? slide will be filled by Bhavani and Lina. The Approach Slide will be filled by Shiva.</td>
<td>It was decided to have meetings on Monday and Tuesday for a trial run of the presentation. Include the YouTube link and also the recorded meetings. It was decided to contact O365 experts, Karthik and Lakshman to get more data and statistics around Skype meetings. We will have a team lunch after the good to great session.</td>
<td>It was decided to include a video link in the YouTube. The presentation slides will be prepared by each team member. The introduction slide will be filled by Sarma. The Business Case to be filled by Guhan. The What? slide will be filled by Bhavani and Lina. The Approach Slide will be filled by Shiva. It is necessary to contact O365 experts Lakshman and Karthik to understand the data around Skype meetings.</td>
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<tr>
<td>Shiva will be the timekeeper</td>
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<tr>
<td>Bhavani will check the links and check if they are working.</td>
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<tr>
<td>Bhavani will check the recording video.</td>
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<tr>
<td>Guhan will contact Karthik and A.K. Lakshman for more data around Skype meetings, as they are involved with O365.</td>
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<td></td>
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</tbody>
</table>
AND HOW DO WE GAIN FROM IT SUSTAINABLY?
Through The Application Of Our Unassailable Strengths

Key Resources (Technology)
AI tech expertise
NLP capabilities
Machine language tech expertise

Key Processes (Scaling)
ROBO has ability to integrate into meeting tool
Integration with Jira, Agilean & Salesforce
Bundling with conferencing tools

Customer Value Proposition (USP)
Time & Cost savings
Increase in productivity
Focus on ideation rather than manual recording

Revenue Model (Money)
$4 per hour for premium customers
$2.5 per hour for bundled offering with conferencing solutions
BUT WHERE’S THE EVIDENCE OF SUCCESS?

Numbers Support Us...

- ~10-15% additional time saved for lost action items
- Reduce project delays, greater success rate
- $10K / 500 hours saved for 10 member team
- Much higher cost efficiency
**BUT IS THIS NEEDED?**

*There Are Enough Supportive Indicators...*

- Automation could raise productivity growth globally by 15-20% annually
- Every organization is moving towards digital transformation & cost reduction
- AI and Automation first
Thanks for your time

Are you ready to join in MaaS movement

MaaS – Minutes-as-a-service