MeetingAI User Guide

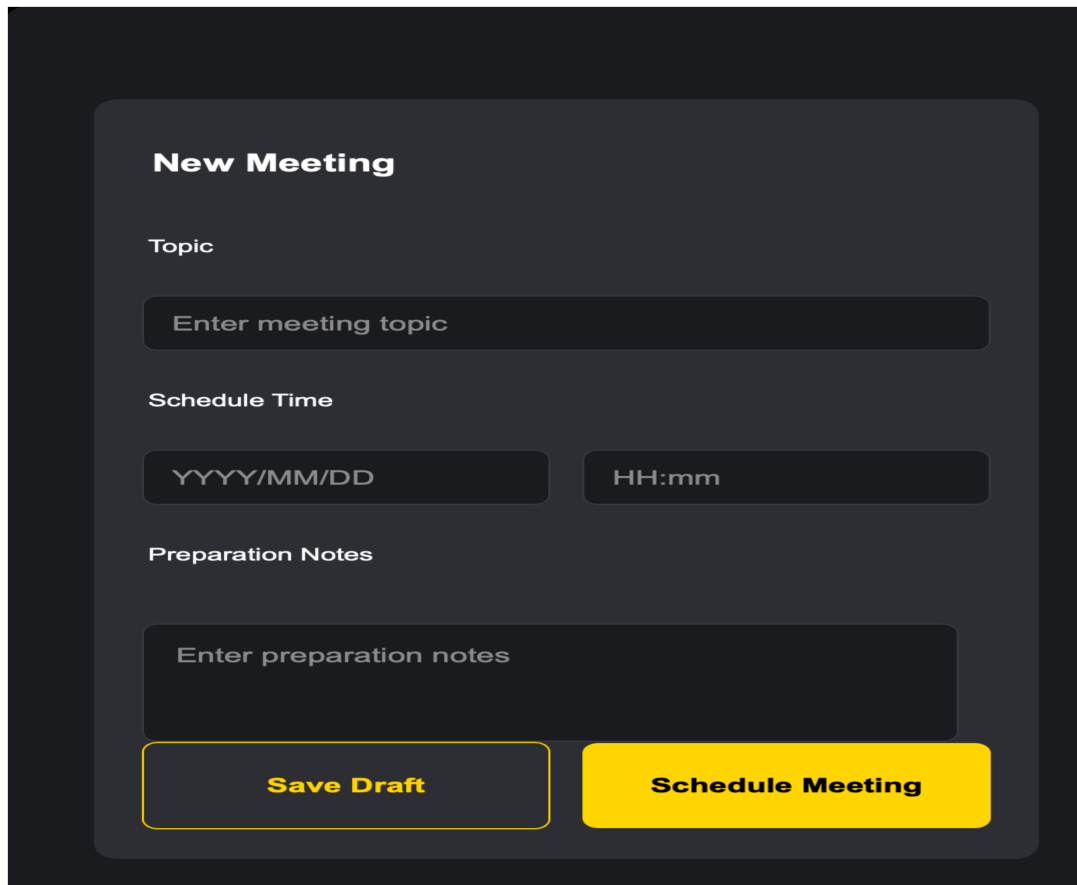Table of Contents

1. Product Description

MeetingAI is a professional online meeting assistant, providing users with intelligent meeting Q&A and meeting records. We are committed to improving your meeting efficiency and communication experience.

2. Quick Start

- First time users can get 30 minutes of free experience
- You can start using it after completing the audio settings
- Automatically save meeting records after each meeting

3. Functions

3.1 Meeting Booking

Select the time of the meeting in 'Schedule Time' and the system will automatically open a transparent virtual window for the meeting at the specified time. You can select the language to be translated in the virtual window.

3.2 Meeting Preparation
In 'Preparation Notes', you can:
- Record meeting topics
- Prepare discussion points
- Set reminders
- Add reference materials

3.3 Real-time Recording
- Automatically record meeting content
- Support multi-language real-time translation
- Intelligent classification of Q&A records
- Export records after the meeting

4. System Settings

Go to the Settings in Windows, search for Stereo Mix, and open Sound Settings. Scroll to the bottom and click on More Sound Settings. In the new window, go to the Recording tab, find Stereo Mix, right-click on it, and select Set as Default Device.
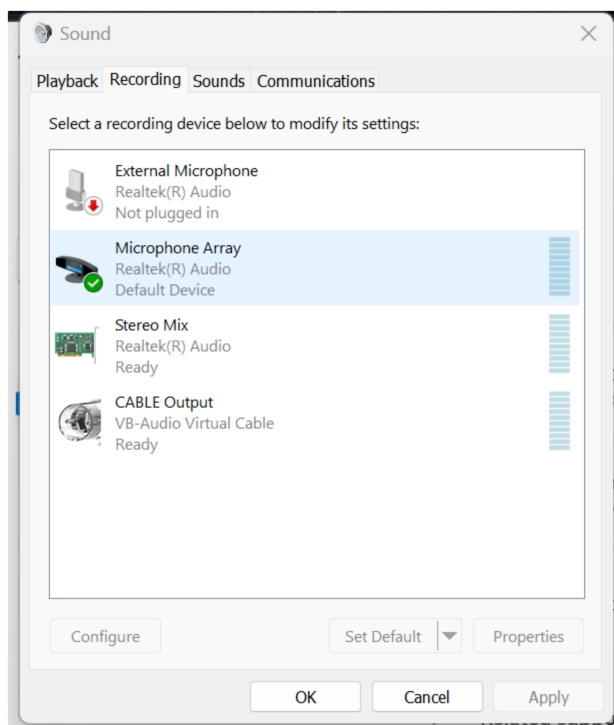
4.2 Personal data settings

It is recommended to improve your profile, in particular:

- Work experience
- Project experience
- Area of specialisation

This information helps the AI to better understand the context of the meeting.

5. Frequently asked questions

5.1 Meeting Related

Q: How to calculate the meeting time?

A: The system calculates the meeting time according to the actual meeting time and consumes 2 points per minute.

Q: How to export meeting records?

A: After the meeting, you can choose to:

- Export to TXT format
- Export to JSON format
- View history online

6. Download tips

6.1 Unzip the zip folder

1. Locate the MeetingAI.exe file
2. Double click on the punch card

Notes

1. Please make sure to complete the audio settings for the first time.
2. It is recommended to backup important meeting records regularly

For further assistance, please contact our customer service team:

service@helpmai.com