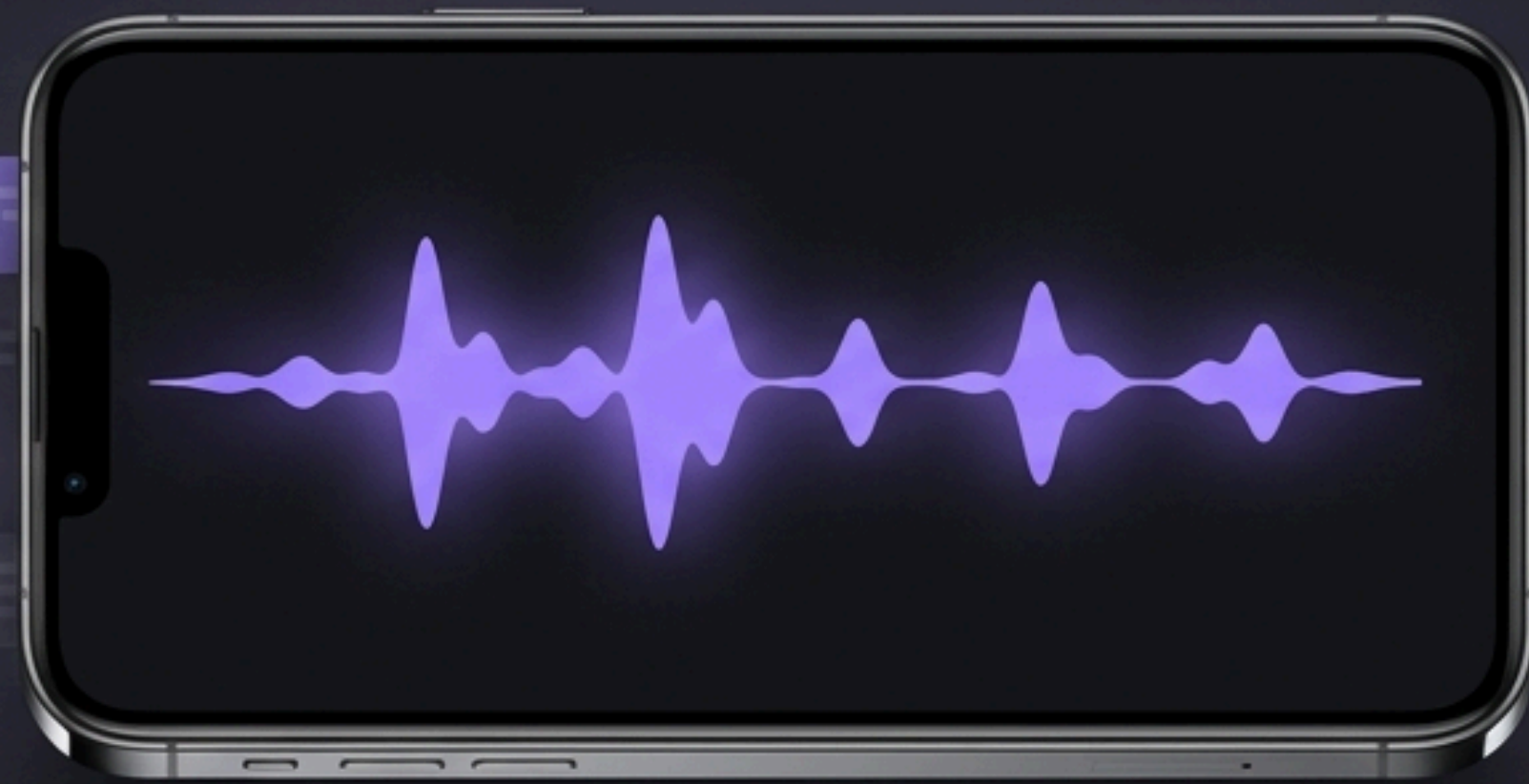


# Meetrix — AI Meeting Intelligence

Captured, transcribed, decided. Turn every meeting into searchable, actionable knowledge.



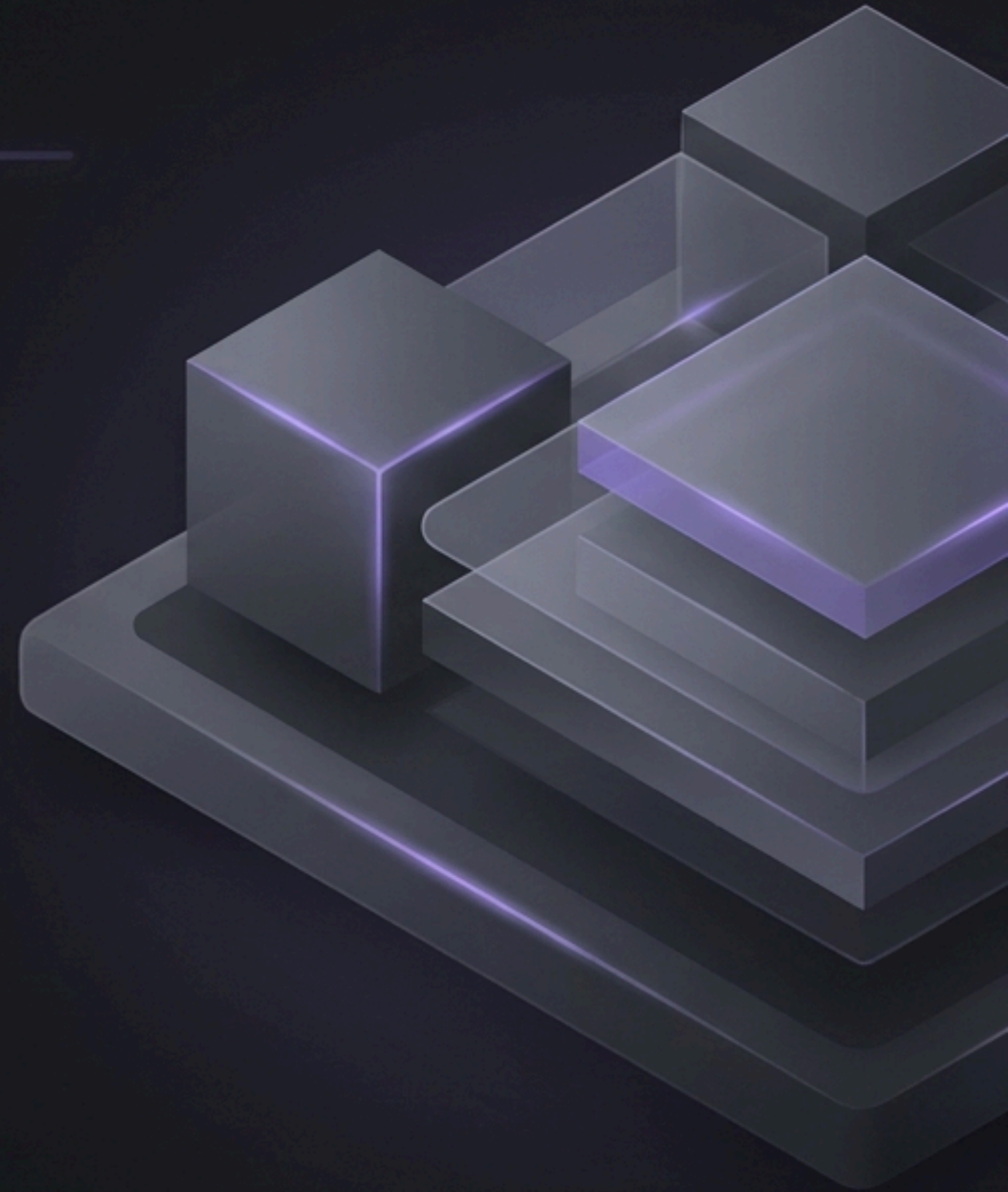
Powered by Infizia · *Infinite Intelligence*

# 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, offering secure and transparent data handling, and enabling organizations to build trustworthy, **future-ready ecosystems**.



# Our Mission & Vision



## Mission

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

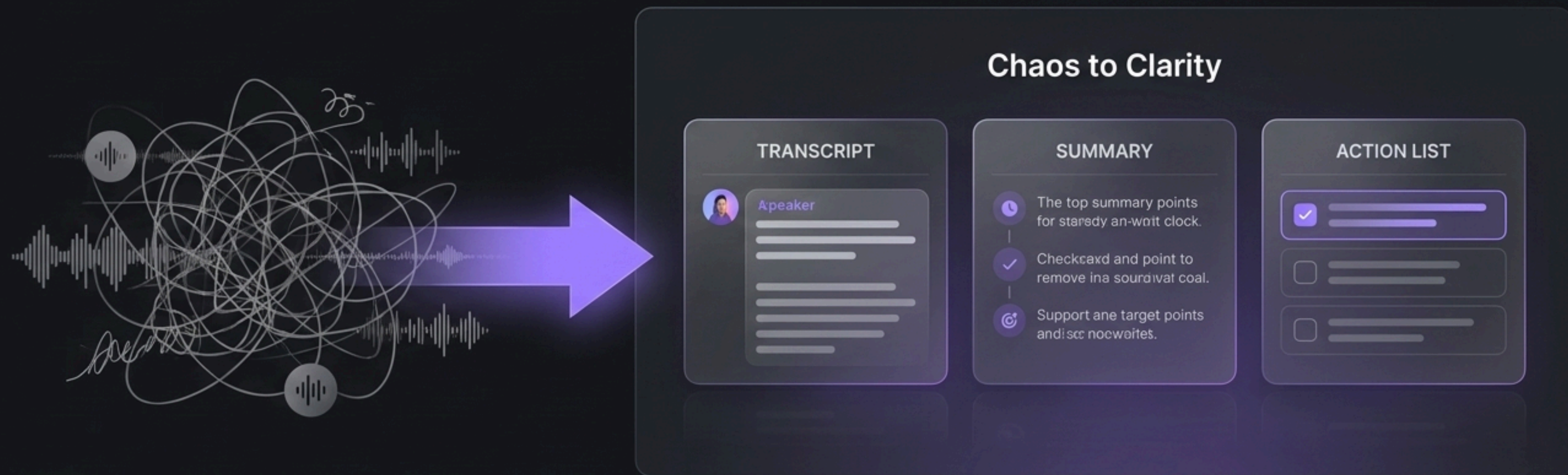


## Vision

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.

# Overview: From Ephemeral Audio to Structured Knowledge

Meetrix is an AI-powered meeting intelligence platform that captures the meeting once and lets every stakeholder query, translate, summarize, or follow up—without re-watching. It is built for the post-meeting reality where notes get lost, action items are forgotten, and decisions disappear into endless message threads. By turning recorded audio into speaker-diarized transcripts and AI-driven summaries, Meetrix ensures your organizational knowledge is always searchable and structured.



# The Challenge: Why Meeting Value Evaporates



## Inconsistent Notes

Different people capture different things; crucial decisions get lost.



## Lost Nuance

Multilingual teams miss context; non-native speakers are forced to re-listen.



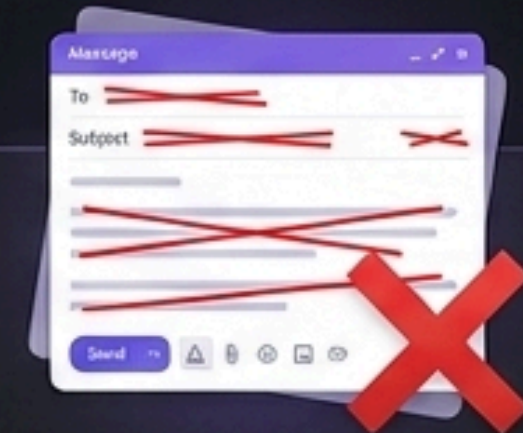
## Vanished Action Items

No structured way to extract, assign, and track commitments.



## Impossible Search

Audio files don't index. Scrubbing through hour-long recordings is a non-starter.

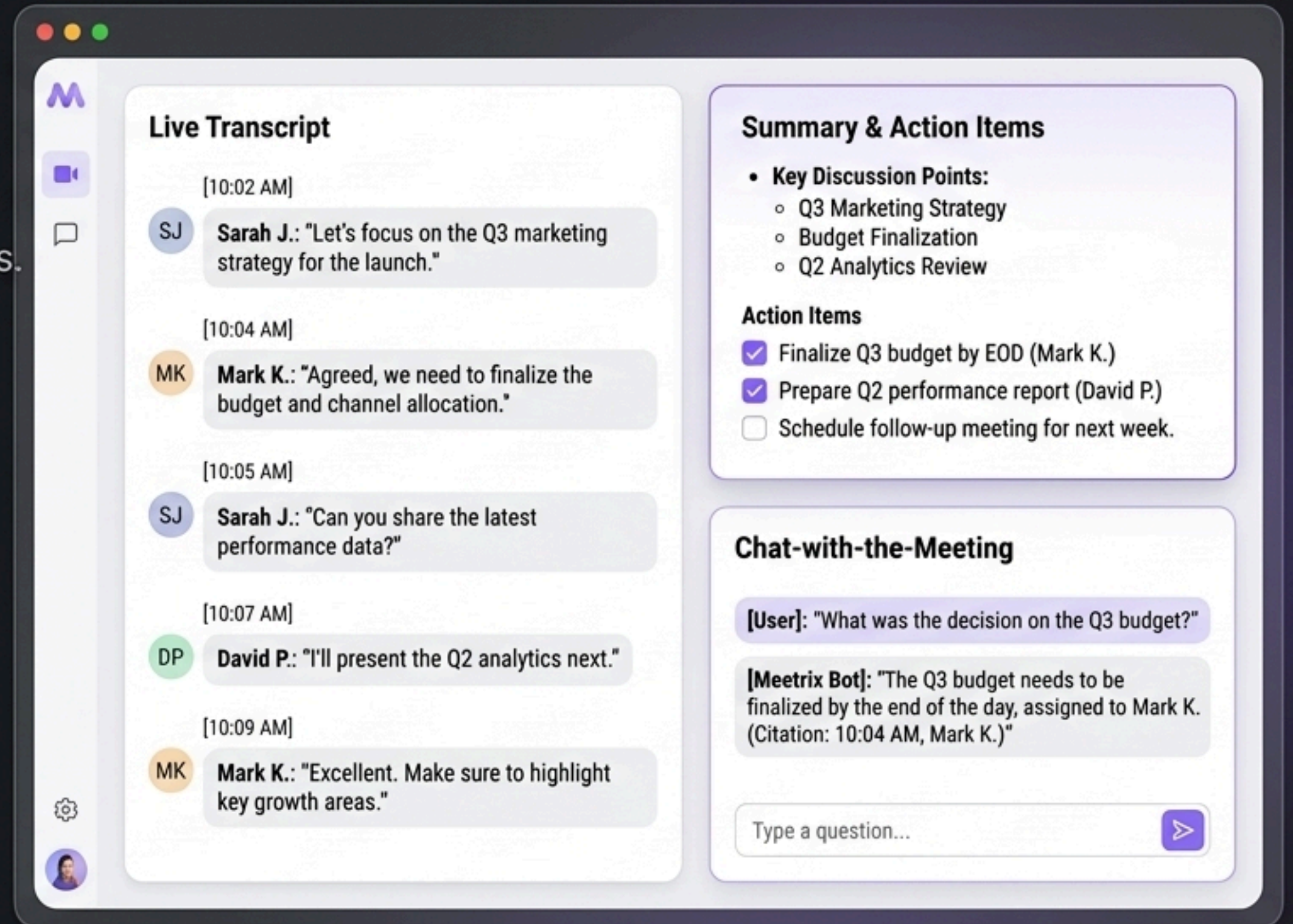


## Manual MoM Drafting

Compliance and follow-up emails take real time—it's the administrative task no one wants.

# The Solution: The Meetrix Intelligence Pipeline

- ✓ **Mobile & File Capture:**  
Record natively on mobile or upload existing audio files.
- ✓ **Diarized Transcripts:**  
Speaker-separated text with precise timestamps.
- ✓ **AI Summaries & Actions:**  
Instantly generated Minutes of Meeting (MoM) and task lists.
- ✓ **Chat-with-the-Meeting:**  
Context-grounded interface to query specific decisions with citations.
- ✓ **Multi-Language Translation:**  
Translate per-entry while preserving speaker context.
- ✓ **Automated Follow-ups:**  
One-tap generation of follow-up email drafts.



The screenshot displays a user interface for a meeting transcription tool. It features a central 'Live Transcript' panel with a list of messages from participants, each with a timestamp and a speaker identifier. To the right, there is a 'Summary & Action Items' panel with a bulleted list of key discussion points and a checklist of action items. Below that is a 'Chat-with-the-Meeting' panel showing a user query and a bot response with a citation. At the bottom, there is a search bar with a placeholder 'Type a question...' and a send button.

**Live Transcript**

[10:02 AM]  
SJ Sarah J.: "Let's focus on the Q3 marketing strategy for the launch."

[10:04 AM]  
MK Mark K.: "Agreed, we need to finalize the budget and channel allocation."

[10:05 AM]  
SJ Sarah J.: "Can you share the latest performance data?"

[10:07 AM]  
DP David P.: "I'll present the Q2 analytics next."

[10:09 AM]  
MK Mark K.: "Excellent. Make sure to highlight key growth areas."

**Summary & Action Items**

- **Key Discussion Points:**
  - Q3 Marketing Strategy
  - Budget Finalization
  - Q2 Analytics Review


**Action Items**

- ✓ Finalize Q3 budget by EOD (Mark K.)
- ✓ Prepare Q2 performance report (David P.)
- Schedule follow-up meeting for next week.

**Chat-with-the-Meeting**

[User]: "What was the decision on the Q3 budget?"

[Meetrix Bot]: "The Q3 budget needs to be finalized by the end of the day, assigned to Mark K. (Citation: 10:04 AM, Mark K.)"

Type a question... 

# Comprehensive Meeting Intelligence



Mobile Audio  
Recording



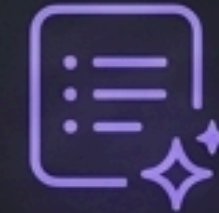
Secure File  
Uploads



Advanced AI  
Transcription



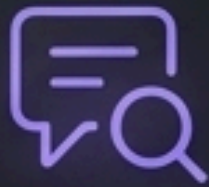
Speaker  
Diarization



Automated  
Summaries



Action Item  
Extraction



'Chat-with-  
Meeting' Search



18-Language  
Translation



Precise [MM:SS]  
Citations



1-Tap Follow-up  
Emails



Scrubable  
Audio Playback



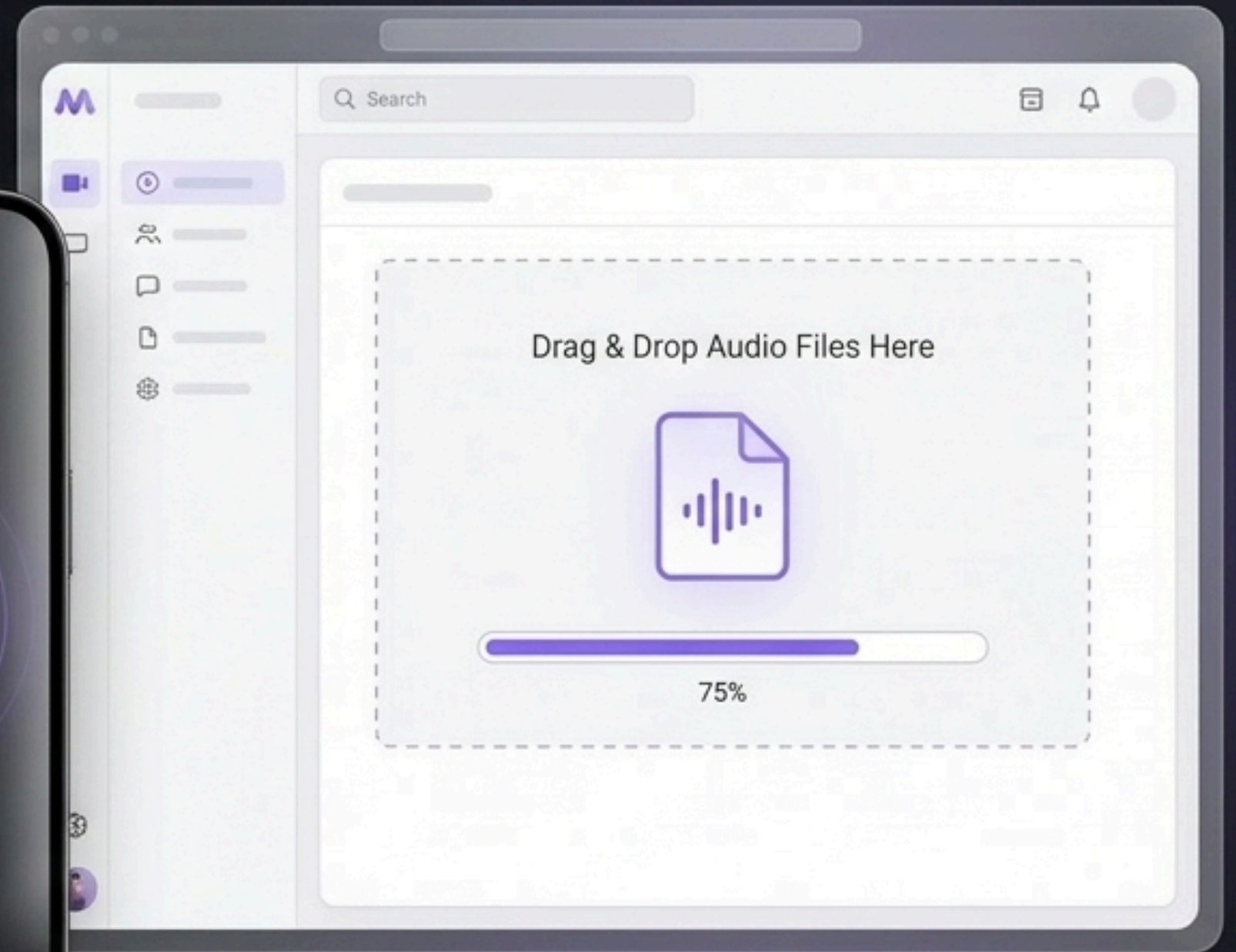
Searchable  
Meeting History

# Key Features: Meetrix

## Unified Capture: Record or Upload

### Record or Upload

Whether you're in a boardroom or on the go, capture flows through the same advanced pipeline. Record directly from your phone using our mobile-first interface, or drag-and-drop massive audio files from past meetings. Both paths instantly initiate transcription and intelligent analysis.



# Key Features: Meetrix

## Speaker-Diarized Transcripts

Never lose track of who committed to what. Every spoken entry is automatically tagged with the correct speaker and precise [MM:SS] timestamps. The intuitive UI renders conversations as clear, color-coded speaker bubbles, perfectly preserving the flow and context of the discussion.

### Live Transcript Stream



Alright, let's get started. First up, regarding the new product roadmap...

14:30



I've reviewed the latest drafts. The timeline seems aggressive, but we can adjust.

14:31



I will have the Q3 financial report finalized by Thursday.

[14:32]

Key Features: Meetrix

# AI Summary & One-Tap Follow-ups

Eliminate the tedious task of drafting Minutes of Meeting. As soon as the recording stops, advanced AI extracts core themes, logs critical decisions, and isolates action items. With one tap, Meetrix generates a fully drafted follow-up email—complete with subject line and body—ready to send to all stakeholders.

**Key Takeaways**

\_\_\_\_\_

\_\_\_\_\_

**Action Items**

- Finalize Q3 marketing budget proposal by Friday.
- Schedule follow-up meeting with engineering lead next Tuesday.
- Review and approve the updated project timeline.

To: \_\_\_\_\_

---

Subject: Meeting Minutes & Next Steps

---

Hi Team,

Here are the key takeaways and action items from today's meeting.

Key Takeaways:  
[Placeholder summary text].

Action Items:

- Finalize Q3 marketing budget proposal by Friday.
- Schedule follow-up meeting with engineering lead next Tuesday.
- Review and approve the updated project timeline.

Best regards,  
Meetrix

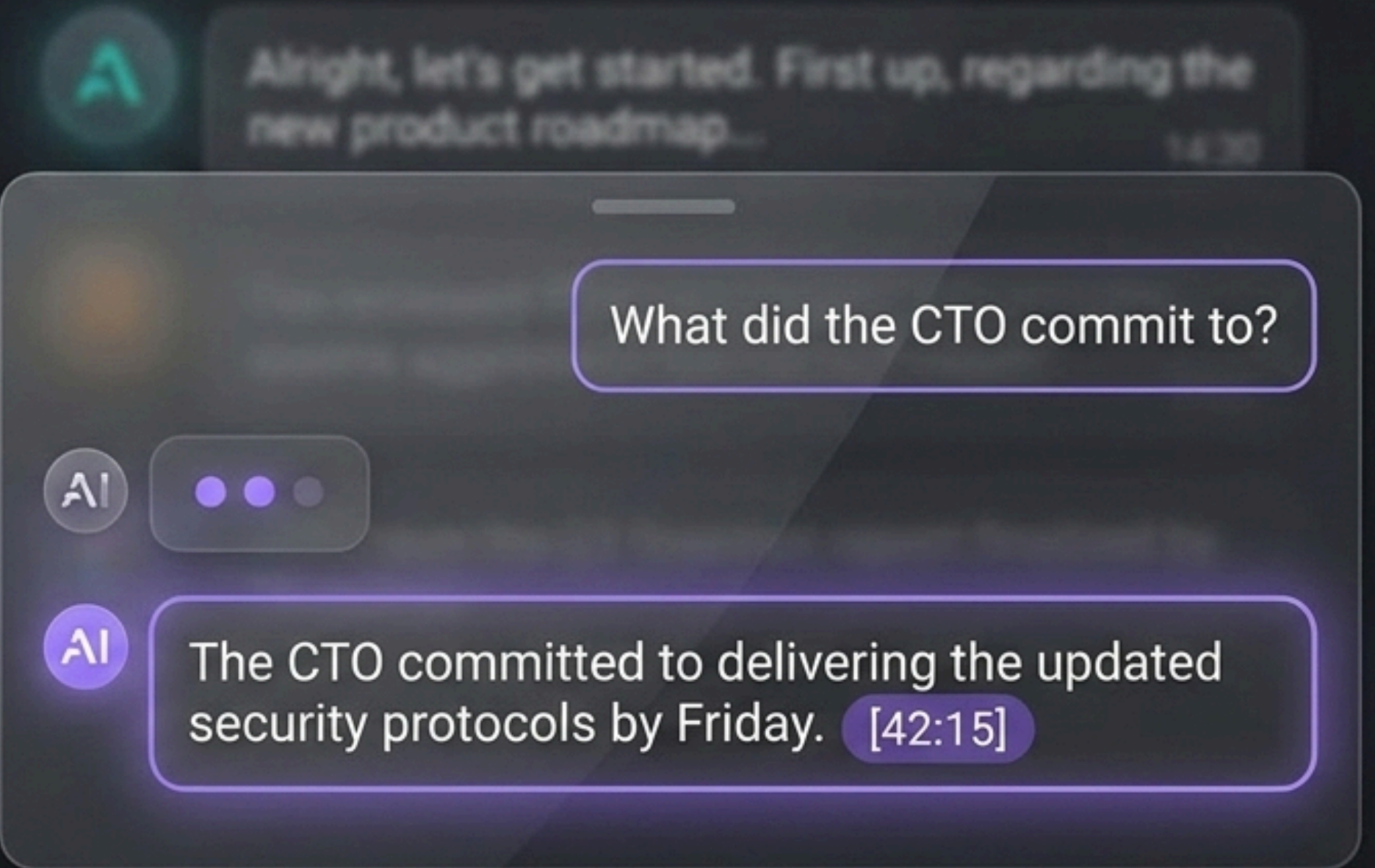
Send

Key Features: Meetrix

# Chat with the Meeting

Stop scrubbing through hour-long audio files to find a single metric. Meetrix features a contextual chat interface that lets you ask questions directly to your meeting history. Query “What did the CTO commit to?” and receive an instant, accurate answer backed by direct [MM:SS] transcript citations.

## Live Transcript Stream



Alright, let's get started. First up, regarding the new product roadmap... 14:30

What did the CTO commit to?

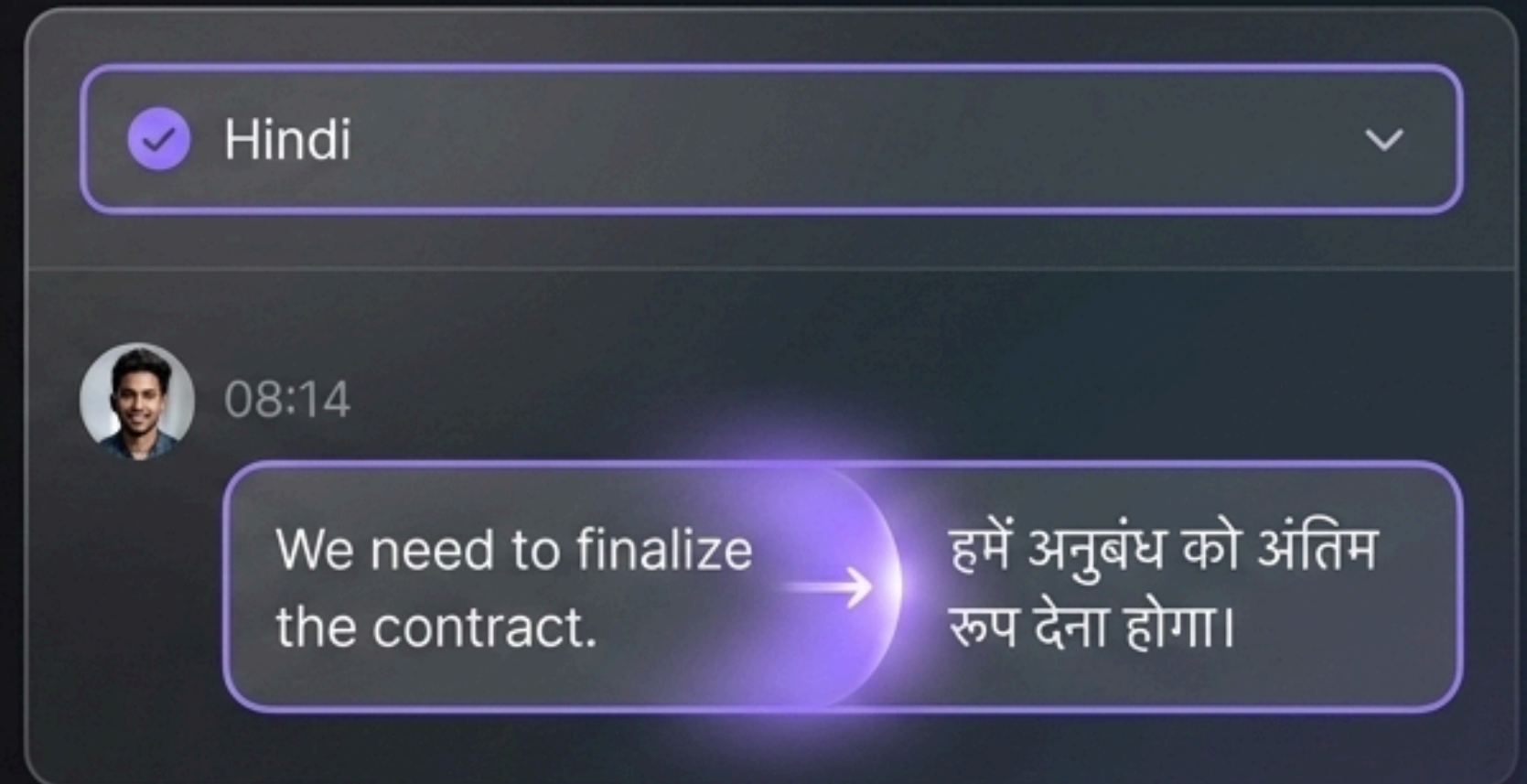
AI [Loading]

AI The CTO committed to delivering the updated security protocols by Friday. [42:15]

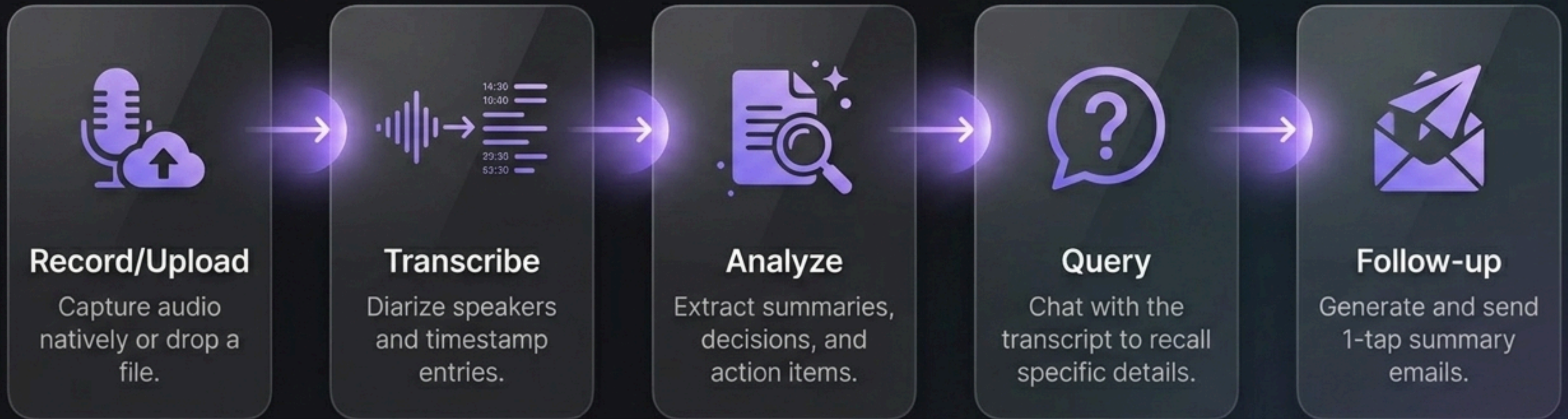
## Key Features: Meetrix

# 18-Language Translation & Context Preservation

Break down global silos without losing nuance. Meetrix translates individual speaker entries across 18 languages—including Hindi, Bengali, Bengali, Tamil, English, and more. Because translations happen per-entry, speaker segregation is perfectly preserved, allowing every team member to read the room in their native language.



# Overall Workflow: From Audio to Action



# Business Impact: Transforming Workflows



## Sales Discovery & Handoffs

Record prospect calls, extract action items instantly, and pass a fully drafted brief to the Account Executive without missing a beat.



## Client MoM Delivery

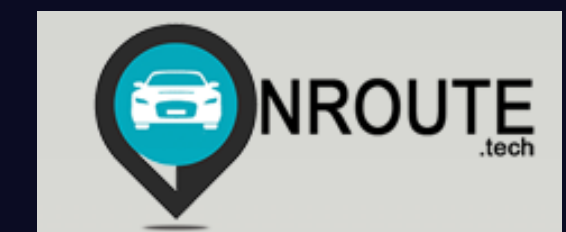
Automatically generate flawless meeting minutes. Deliver notes to clients in their preferred language immediately after the call.



## Global Workforce Syncs

Erase language barriers in global teams. Let every stakeholder catch up on code-mixed or multi-language meetings in their own native text, fully preserving who said what.

# OUR PAST CUSTOMERS



# Meetrix

Every meeting, captured.

Every decision, searchable.

Every follow-up, drafted.