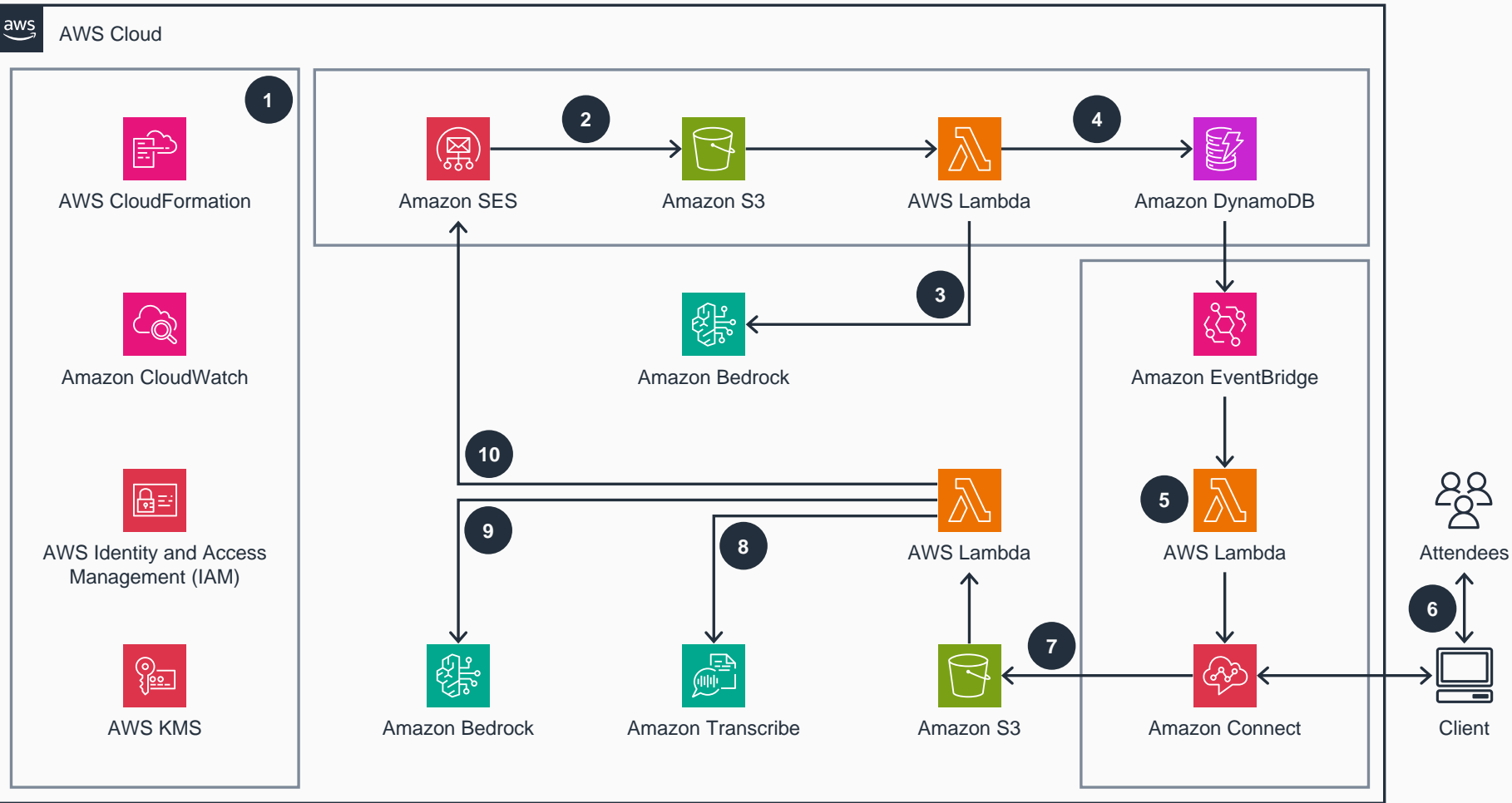


# Guidance for Streamlining Meetings and Boosting Productivity Using Amazon Bedrock

This architecture diagram shows how to use generative AI to transcribe meeting discussions, convert them into meeting minutes and action items, and make them searchable by a broader audience while keeping information secure.



- 1** **AWS CloudFormation** deploys the right services and features with the necessary configurations. **AWS Key Management Service (AWS KMS)** controls the cryptographic keys that are used to protect your data at rest and in transit.
- 2** The meeting host includes the **Amazon Connect** agent in the meeting invite. This permits **Amazon Simple Email Service (Amazon SES)** to store meeting invite details in an **Amazon Simple Storage Service (Amazon S3)** bucket.
- 3** Upon ingestion of the meeting invite upload, **Amazon S3** invokes an **AWS Lambda** function, which calls **Amazon Bedrock** APIs to identify important meeting details (such as the date and time of the meeting and the meeting app). We recommend testing at least three large language models (LLMs) for your use case with **Amazon Bedrock**.
- 4** The **Lambda** function stores the data generated by **Amazon Bedrock** in an **Amazon DynamoDB** table.
- 5** The **Lambda** function creates an **Amazon EventBridge** event, which will invoke a **Lambda** function on a scheduled cron at the date and time of the meeting to inject an **Amazon Connect** agent into the meeting.
- 6** Attendees join the meeting at the appropriate date and time. The **Amazon Connect** agent automatically joins to start recording the meeting. **Amazon Connect** supports meetings hosted on web clients, mobile applications, and desktop clients.
- 7** **Amazon Connect** stores the meeting's voice transcription in an **Amazon S3** bucket.
- 8** **Amazon S3** invokes a **Lambda** function, which runs an **Amazon Transcribe** call on the transcription to convert voice to text.
- 9** The **Lambda** function takes the newly generated text file and calls **Amazon Bedrock** APIs to summarize the meeting and action items.
- 10** The **Lambda** function takes the generated text output from **Amazon Bedrock** and creates an email to attendees, sent using **Amazon SES**.