



The Meeting-Bot

Every meeting, word for word,
in the language of your choice!

Your tireless assistant for multilingual, documented communication

The Meeting Bot transcribes Microsoft Teams meetings in real time, word for word and speaker for speaker. The content is automatically translated into the participants' preferred language and displayed in a browser window. The transcript is available for download and can be read aloud via audio output.

Who is the Meeting Bot suitable for?

The solution is aimed at companies, agencies, educational institutions, event organizers, and international teams who want to make their Microsoft Teams meetings more efficient, accessible, and multilingual. The Meeting Bot provides support with automatic transcription, live translation, audio output, and clearly structured documentation. The focus is on a smooth and inclusive meeting experience.

Overview: Applications, Target Group, and Function

Use case	Target group	Function in use
International meetings	Globally active companies, NGOs, associations	Transcription & translation per participant language
Multilingual press conferences	Media, PR, international organizations	Live translation and transcription into target languages of regional press representatives
Meetings requiring documentation	Financial institutions, authorities, healthcare etc.	Translated minutes for international reporting obligations
Accessibility & inclusion	Organizations with a focus on accessibility	Multilingual subtitles + individual language settings
Media production & translation	Media houses, podcasters etc.	Basis for multilingual subtitles & international distribution
Training & e-learning	Educational institutions, companies	Learning content in participants' native language
Customer service & support	Support teams, advice	Communication in case of language barriers, translated FAQs
Meeting summaries & task tracking	Project teams, agile organizations	Task output in the respective language of the recipient
Archiving & compliance	Law firms, research institutes	Documentation in local language for legal traceability
Hybrid & public events	Municipalities, event organizers	Translation for mixed audiences (e.g. live on site + online)
Knowledge database &	HR, knowledge management	Multilingual documents for global



documentation		employees
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Is the Meeting Bot complicated to set up?

No, the Meeting-Bot is not complicated to set up; on the contrary, the solution is designed so that it can be used directly without any prior technical knowledge. Here are the most important points:

- **Invitation via link:**
The meeting bot is invited to the Microsoft Teams meeting like a participant via a generated link.
- **Select language & mode:**
The language of the participants and the desired function mode (e.g. transcription only or with translation) are specified in the backend before the meeting.
- **Browser link for everyone:**
The live transcription appears automatically in a browser window. The link is displayed directly in the Teams chat.
- **No software installation required:**
Neither participants nor admins need to install additional tools.

Conclusion: Simple, fast, browser-based. Integration into existing meeting processes is seamless. This is ideal for all types and sizes of organizations or recurring meetings.

Example: Teams meeting in real time

Project: Green Tower - status meeting

Language of the conversation (spoken): English

Display language per participant:

- **Mr. Müller** - German
- **Madame Dubois** - French
- **Ms. Johnson** - English

Speaker	Spoken (English)	Display at Müller (German)	Display at Dubois (French)	Display at Johnson (English)
Müller	Good morning, everyone. I'd like to give you a short update on our current construction status.	Guten Morgen zusammen. Ich möchte Ihnen ein kurzes Update zum aktuellen Baustand geben.	Bonjour à tous. Je voudrais vous donner une brève mise à jour sur l'état actuel des travaux.	Good morning, everyone. I'd like to give you a short update on our current construction status.
Dubois	Thank you, Mr. Müller. I reviewed the landscape design, and I think the integration of green elements is well done.	Vielen Dank, Herr Müller. Ich habe das Landschaftsdesign geprüft, und die Integration der grünen Elemente ist gut gelungen.	Merci, Monsieur Müller. J'ai examiné le plan paysager et je pense que l'intégration des éléments verts est réussie.	Thank you, Mr. Müller. I reviewed the landscape design, and I think the integration of green elements is well done.
Johnson	That's great. Can we	Das ist großartig. Können	C'est parfait. Peut-on	That's great. Can we

	talk about the schedule? Are we still on track for Q2 next year?	wir über den Zeitplan sprechen? Liegen wir noch im Plan für Q2 nächstes Jahr?	parler du calendrier ? Sommes-nous toujours dans les temps pour le deuxième trimestre de l'année prochaine ?	talk about the schedule? Are we still on track for Q2 next year?
Müller	Yes, despite some delays due to weather in April, we are confident we can open in June 2026.	Ja, trotz einiger wetterbedingter Verzögerungen im April sind wir zuversichtlich, dass wir im Juni 2026 eröffnen können.	Oui, malgré quelques retards dus aux intempéries en avril, nous restons confiants pour une ouverture en juin 2026.	Yes, despite some delays due to weather in April, we are confident we can open in June 2026.
Dubois	We still need to get approval for the eco-materials from the local authorities, though.	Wir müssen jedoch noch die Genehmigung der örtlichen Behörden für die umweltfreundlichen Materialien einholen.	Nous devons encore obtenir l'approbation des matériaux écologiques par les autorités locales.	We still need to get approval for the eco-materials from the local authorities, though.
Johnson	Okay. I'd also like to plan a site visit for September. Does the 12th work for you?	Okay. Ich würde auch gern einen Vor-Ort-Termin im September planen. Passt Ihnen der 12.?	D'accord. Je voudrais aussi planifier une visite du site en septembre. Le 12 vous convient-il ?	Okay. I'd also like to plan a site visit for September. Does the 12th work for you?
Müller	Perfect. I'll send out a calendar invite. Anything else?	Perfekt. Ich verschicke eine Kalendereinladung. Gibt es sonst noch etwas?	Parfait. J'enverrai une invitation calendrier. Autre chose ?	Perfect. I'll send out a calendar invite. Anything else?
Dubois	No, that's all for me.	Nein, das war's von meiner Seite.	Non, c'est tout pour moi.	No, that's all for me.
Johnson	All good. Thanks, everyone.	Alles klar. Danke an alle.	Tout est bon. Merci à tous.	All good. Thanks, everyone.

Use cases

Here are specific use cases, categorized by target group and purpose:

1. International meetings - multilingual transcription & translation

Target group:

- Globally active companies, NGOs, associations

Benefit:

- Real-time transcription in the respective native language of the participants
- Barrier-free communication despite language differences
- Clear documentation for later follow-up

2. Meetings requiring documentation

Target group:

- Financial institutions (MiFID II), insurance companies, healthcare, pharmaceuticals, public sector

Benefit:

- Automatic call logs with speaker assignment
- Audit-proof archiving and traceability
- Simple further processing for audits, compliance, or reporting

3. Multilingual press conferences**Target group**

- Media houses, PR agencies, companies with international press relations

Benefits:

- A common language moderates - everyone sees the content in their own language
- Real-time translation and subtitling for worldwide media
- Transcripts per language, immediately usable for newsrooms & SEO
- Accessible thanks to live subtitles
- Perfect for global press work with audiences from many regions

4. Accessibility & inclusion**Target group:**

- Organizations with a focus on accessibility

Benefits:

- Live transcription for the hearing impaired
- Combination with screen readers possible
- Individual language setting per participant

5. Media production & translation**Target group:**

- Media houses, content producers, podcasters

Benefit:

- Automatic transcript as a basis for subtitles or articles
- Multilingual versions for international publication
- Export of texts for video editing or SEO

6. Training courses, webinars & e-learning

Target group:

- Companies, educational institutions, training providers

Benefit:

- The transcript serves as learning material and a tool for follow-up
- Comprehensibility through live translation
- Relieves the lecturer of documentation tasks - focus on content, not documentation

7. Customer service & support

Target group:

- Support teams, technical consulting, onboarding sessions

Benefit:

- Automatic log of support calls
- Documentation of problem solutions and customer feedback
- Support with language barriers

8. Meeting summaries & task tracking

Target group:

- Project managers, internal communication, agile teams

Benefit:

- Automatic creation of to-do lists from the meeting
- Clearly structured meeting summaries without manual follow-up
- Support for asynchronous teamwork (even for those not present)

9. Archiving & Compliance for sensitive industries

Target group:

- Lawyers, authorities, medical and research institutions

Benefits:

- Securely archived call histories with time stamps
- Traceability for legal and scientific purposes
- Easy integration into existing DMS or archiving systems



10. Hybrid & public events

Target group:

- Event organizers, municipalities, educational institutions

Benefits:

- Live streaming of the meeting with automatic transcription
- Public subtitling or translation for participants on site & online
- More accessibility for hybrid or barrier-free formats

11. Internal knowledge database & documentation

Target group:

- Knowledge management, HR, internal training

Benefit:

- Long-term storage of meeting content
- Automatic entry into internal knowledge databases
- Better traceability in the event of staff changes or project handovers

Interested?

Please arrange a demo: +49 170 808 6726