

ALLUVIA.AI | AI MEETING INTELLIGENCE

Alluvia Meeting Minutes

Turn every conversation into ready-to-use meeting records

One workspace replaces the manual minutes workflow

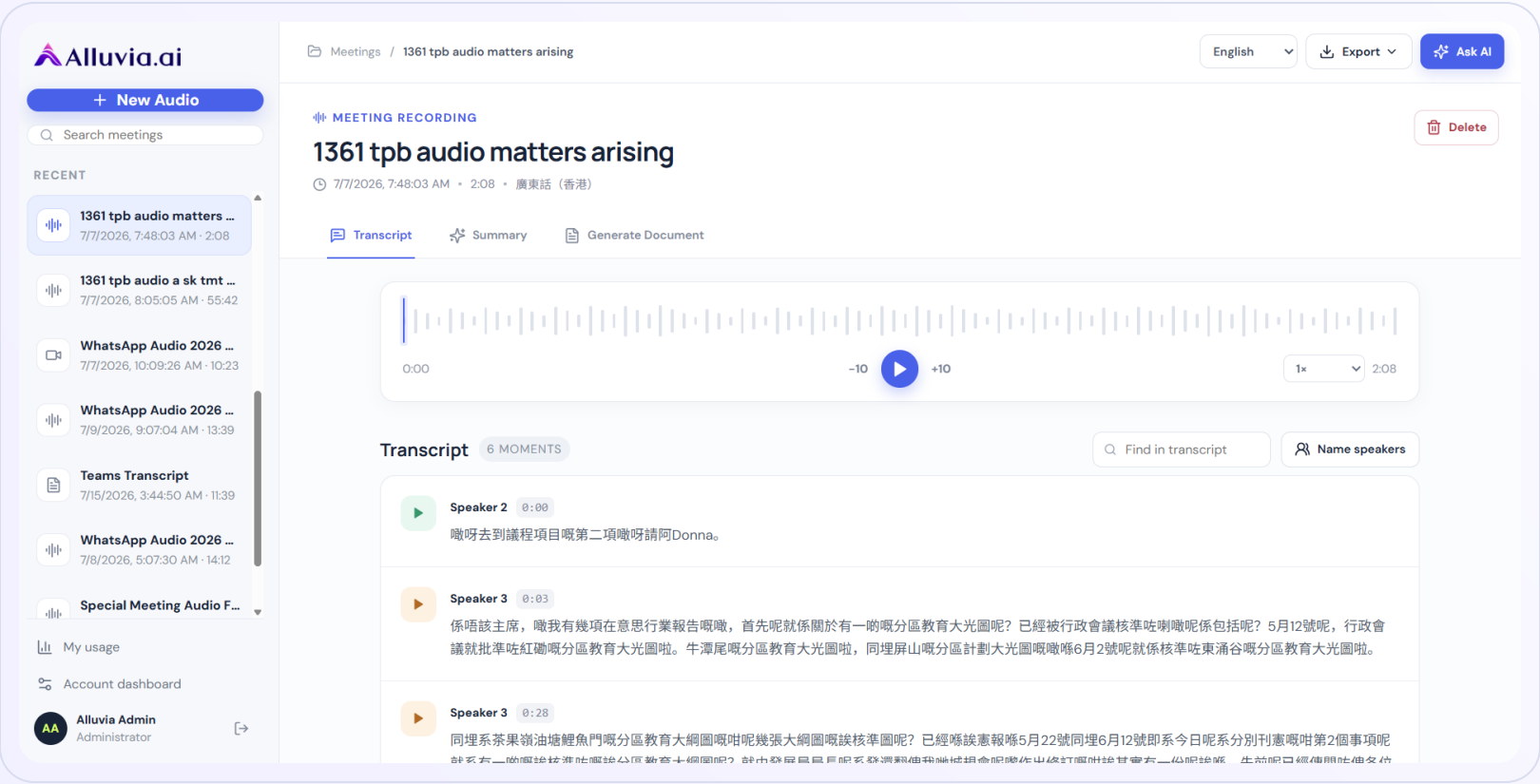
**Capture once.
Review faster.
Deliver a usable
document.**

- | | | |
|----|---------------------------------|---|
| 01 | Record and transcribe | Convert a meeting into a searchable transcript. |
| 02 | Summarise the discussion | Review the key points without replaying the full conversation. |
| 03 | Ask Alluvia | Ask questions within the content of the selected meeting. |
| 04 | Work in Microsoft Teams | Use the Teams app for a connected meeting workflow. |
| 05 | Generate documents | Create meeting minutes, interview recaps and other reports in a preferred format. |

Capture once. Generate four usable outputs.



Automatic transcripts are ready for review

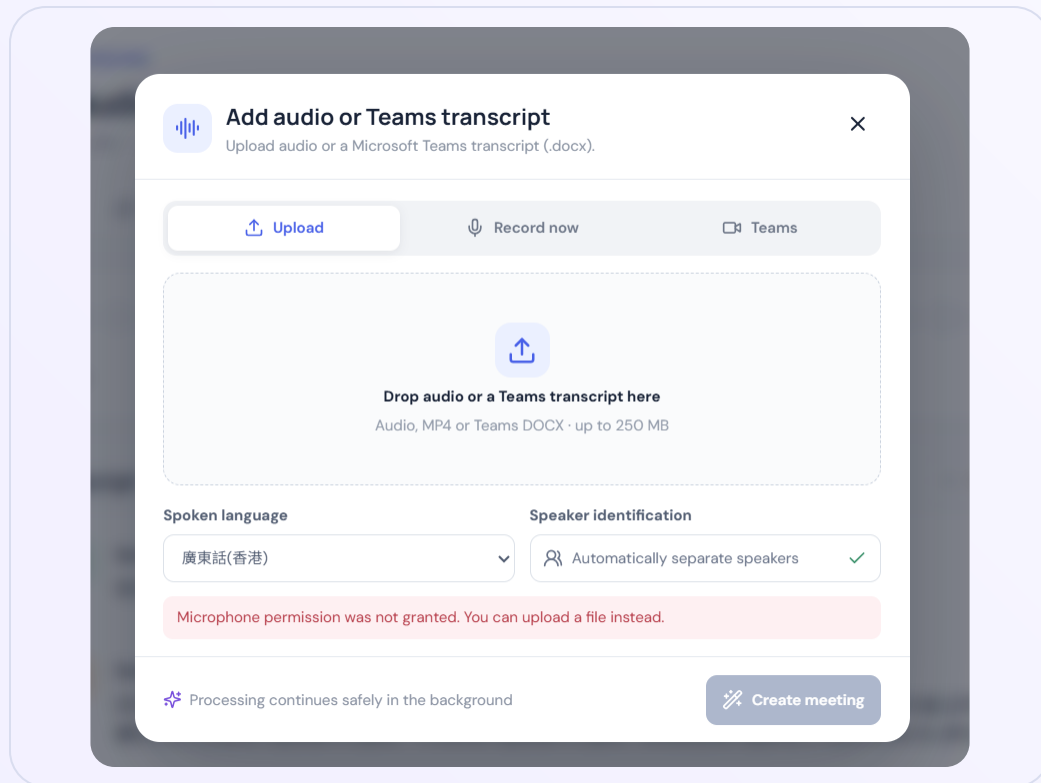


TRANSCRIPT GENERATION

Audio, transcript and meeting details stay together in one browser view.

Review the generated transcript before preparing the final meeting record.

Start from the meeting source you already have



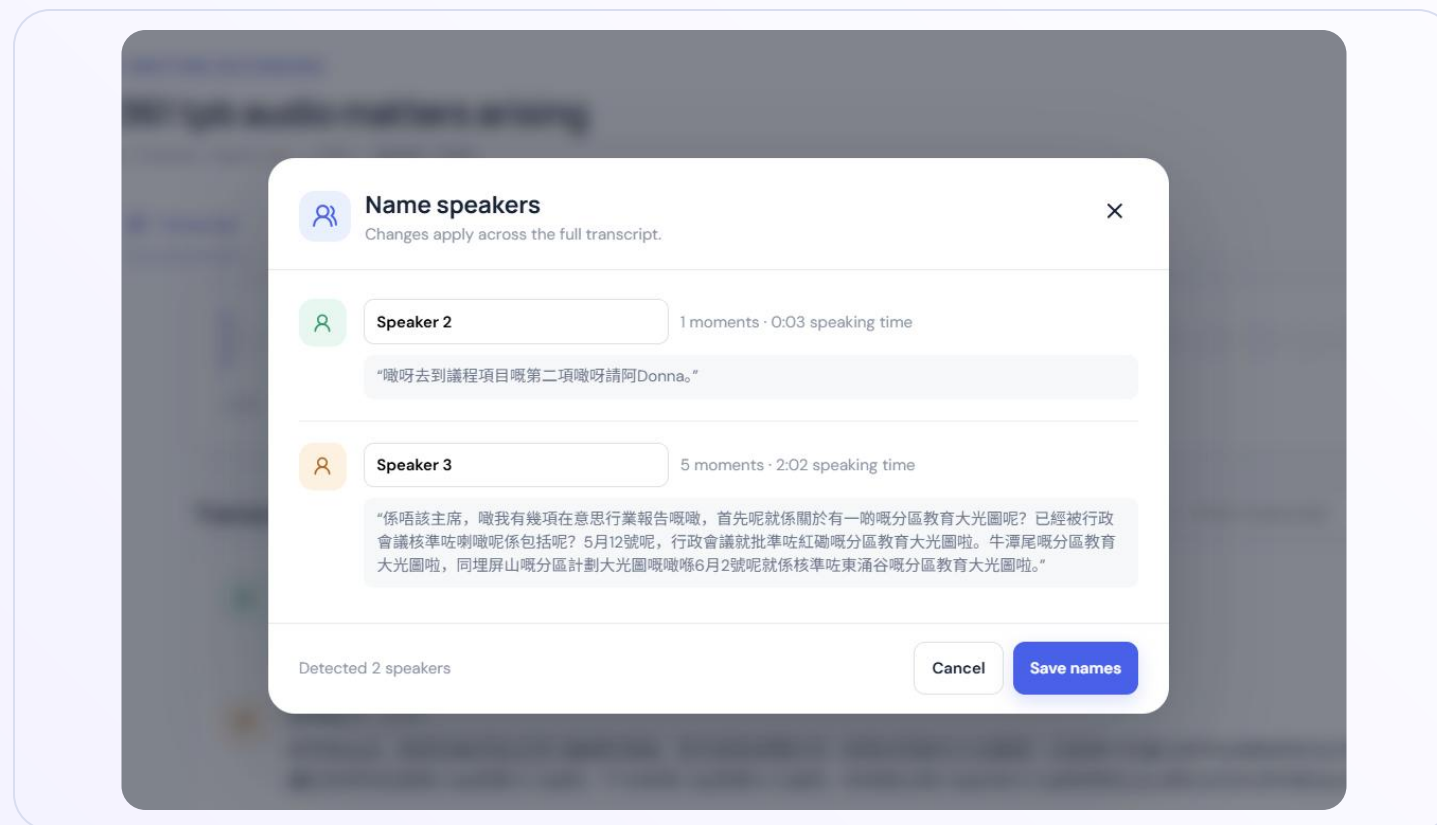
Three ways to begin

- 01 Upload a file**
Use an audio recording or transcript text file.
- 02 Record now**
Record a meeting directly inside Alluvia Meeting.
- 03 Connect Microsoft Teams**
Paste the Teams meeting link before or after the meeting.

Speaker identification makes every record clearer

Identify and rename speakers so the transcript is easier to follow.

Clear speaker labels also make meeting minutes easier to review and verify.



Generate summaries in English and Chinese

English • Traditional Chinese • Simplified Chinese

Meetings / 1361 tpb audio matters arising

EnglishExportAsk AI

MEETING RECORDING

1361 tpb audio matters arising

7/7/2026, 7:48:03 AM • 2:08 • 廣東話 (香港)

TranscriptSummaryGenerate Document

TemplateMeeting Minutes

LanguageEnglish繁體中文簡體中文

AI SUMMARY

The meeting covered planning report updates on several approved draft OZPs, and proposed arrangements for hearing representations on two re-submitted draft plans. The report noted the gazettal and approval dates of multiple plans, and outlined that the Town Planning Board will consider related representations together in July, with each representer allotted 10 minutes for oral presentation.

Key takeaways

The signals that shaped the conversation

01

Several draft OZPs were approved by the Executive Council and subsequently gazetted, including Hung Hom, Ngau Tam Mei, Ping Shan, Tung Chung Valley, and Cha Kwo Ling/Yau Tong/Lei Yue Mun.

02

The Chief Executive in Council referred back the approved Hung Shui Kiu and Ha Tsuen OZP to the Town Planning Board for amendments.

03

For the Hung Shui Kiu and Ha Tsuen OZP, four valid representations were received during the exhibition period; these were assessed as similar in nature and are proposed to be considered together by the full Board.

04

For the Mai Po and Fairview Park OZP, five valid representations were received and are also proposed to be considered together by the full Board.

05

Hearing arrangements for both sets of representations are proposed for July, with 10 minutes allocated to each representer for oral presentation.

Summary in English

會議 / 1361 tpb audio matters arising

繁體Export詢問 AI

會議錄音

1361 tpb audio matters arising

7/7/2026, 7:48:03 AM • 2:08 • 廣東話 (香港)

逐字稿摘要生成文件

聽本Meeting Minutes

語言English繁體中文簡體中文

AI 摘要

會議涵蓋多份已獲核准的擬議分區計劃大綱圖的規劃報告更新，以及就兩份重新提交的擬議圖則的申述聆訊安排建議。報告載述多份圖則的憲報公布及核准日期，並概述城市規劃委員會將於7月一併考慮相關申述，每名申述人可作10分鐘口頭陳述。

重點摘要

影響討論方向的關鍵訊息

01

多份擬議分區計劃大綱圖已獲行政會議核准，並其後刊登憲報，包括紅磡、牛潭尾、屏山、東涌谷及萊佛士/油塘/鯉魚門。

02

行政長官會同行政會議將已核准的洪水橋及廈村分區計劃大綱圖交回城市規劃委員會作出修訂。

03

就洪水橋及廈村分區計劃大綱圖而言，在展示期內收到四份有效申述；該等申述被評估為性質相似，並建議由大會一併考慮。

04

就米埔及錦繡花園分區計劃大綱圖而言，收到五份有效申述，亦建議由大會一併考慮。

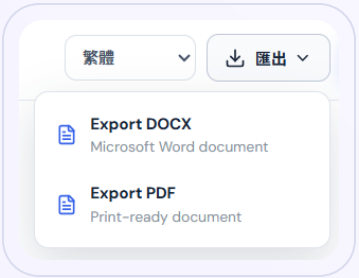
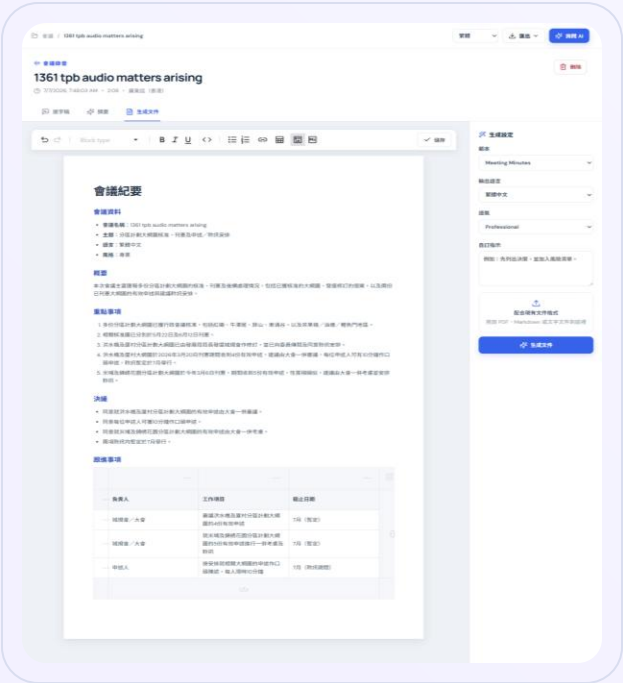
05

兩組申述的聆訊安排建議於7月進行，每名申述人獲分配10分鐘作口頭陳述。

Summary in Chinese

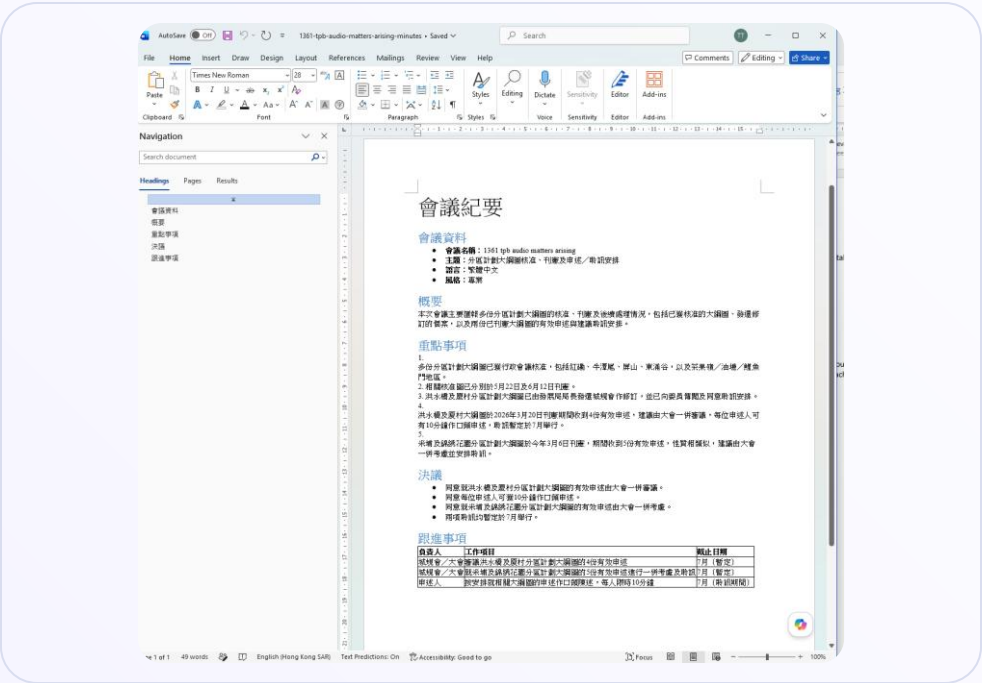
Edit and export meeting documents in Word format

01 Edit in the browser

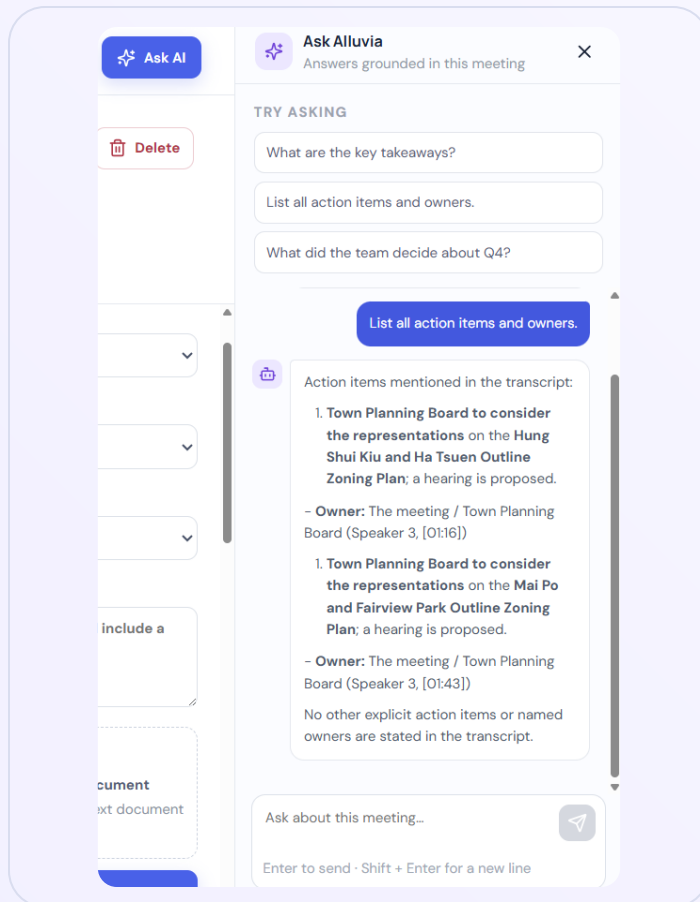


02 Choose export

03 Continue in .docx



Ask the meeting, with timestamped evidence



Ask meeting-related questions

Find answers without replaying the full conversation.

Keep answers meeting-bound

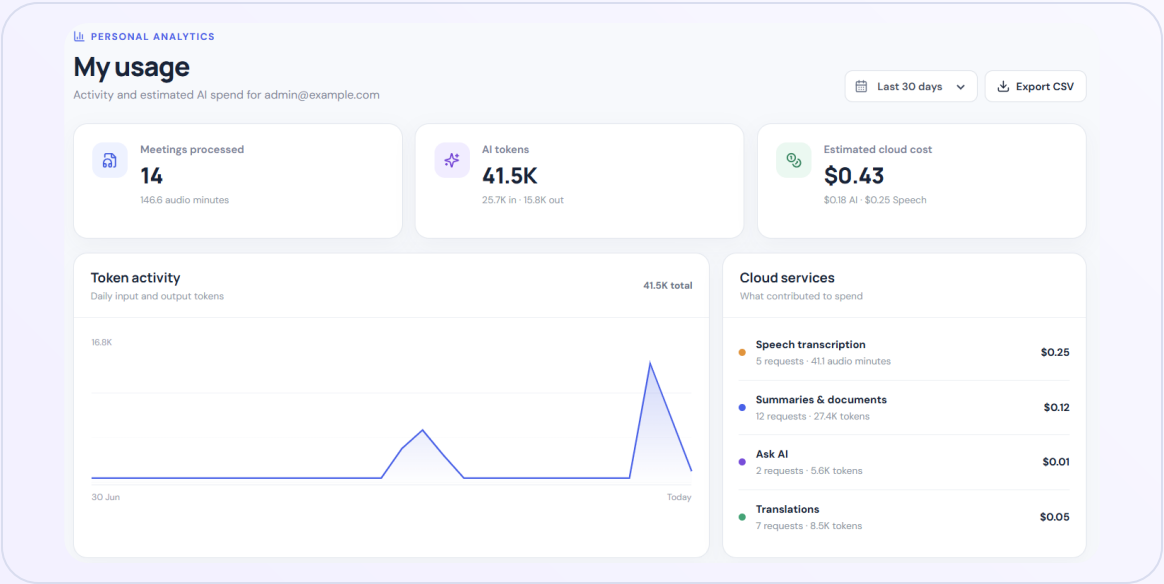
The response scope is limited to the selected meeting content.

Verify with evidence

Related timestamps and speakers are quoted for review.

MEETING CONTENT ONLY • TIMESTAMP • SPEAKER

Keep meeting usage and AI costs visible



USAGE ANALYTICS

Meeting usage

AI usage linked to each processed meeting

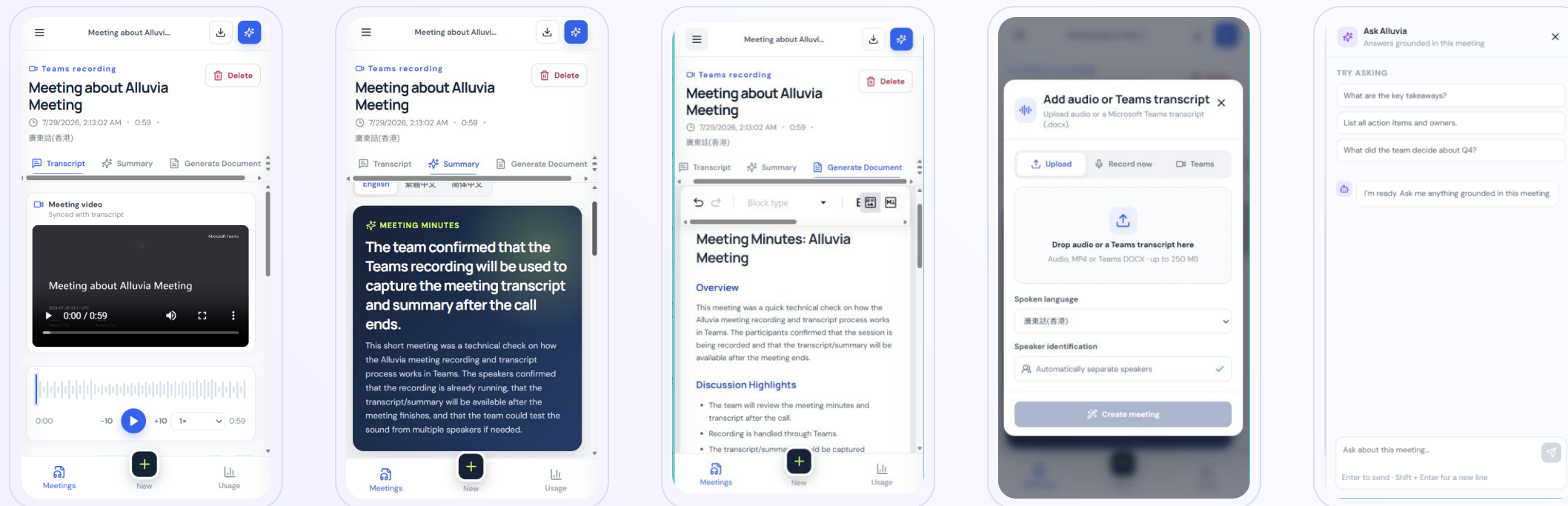
gpt-5.4-mini

MEETING	DATE	AUDIO	AI REQUESTS	TOKENS	EST. COST
2 People	28 Jul 2026	3 min	2	3.1K	\$0.03
Meeting Testing	27 Jul 2026	0.3 min	1	1.2K	<\$0.01

Administrators can review recorded minutes, AI token usage and cost tracking from one view.

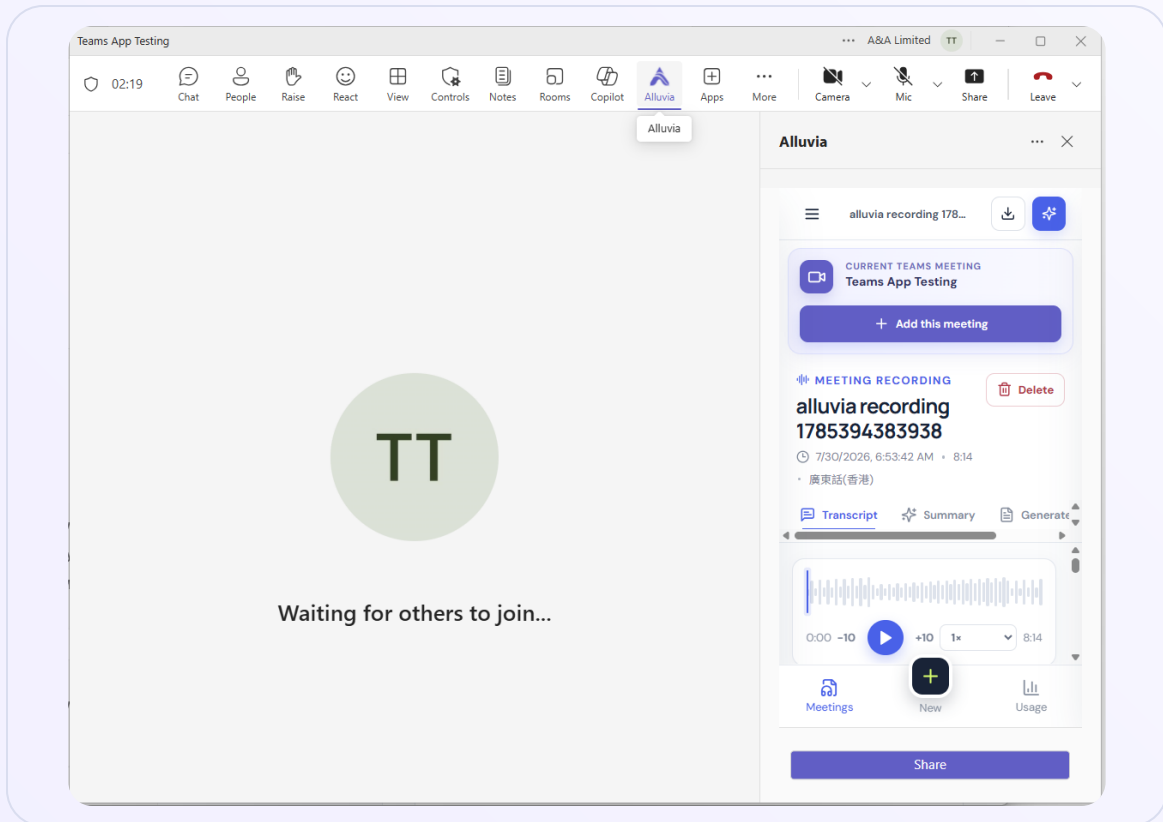
Recorded minutes AI token usage Cost tracking

Work from desktop, tablet or mobile



Responsive browser access keeps the meeting workflow available on phones and tablets.

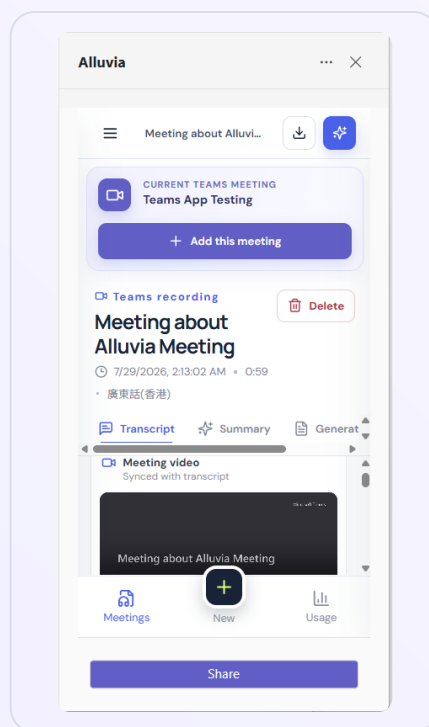
Capture Teams meetings with fewer steps



Use Alluvia Meeting directly inside Microsoft Teams.

- 01 Open the Alluvia Teams app**
Access Alluvia Meeting within Microsoft Teams.
- 02 Add this meeting**
Use the one-click action to link the meeting.
- 03 Record in Microsoft Teams**
Complete the meeting recording inside Teams.
- 04 Generate transcript and summary**
Outputs are generated after the meeting is finished.

One meeting library across Teams and the web



Teams app



Web workspace

Review Teams recordings on a larger browser screen, while Teams and non-Teams meetings remain stored in the same place.

Turn your next meeting into usable minutes

REQUEST A DEMO

**See Alluvia Meeting with
your own minutes format.**

alluvia.ai

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