

# All-in-one AI Meeting Solution

— OAK

CreateCol |



## Your AI Meeting Assistant

Cantonese

English

Spanish

Korean

More...

Development Strategy Meeting Ask AI

訂定參與今後的meeting, 今日我地的main topic係討論公司未 development plan.

Report下公司最近的performance, 睇過去3個quarter,我地嘅營業額係上升咗約8%, 呢個結果令人鼓舞,反映出公司嘅business model正朝著

John 以開心, market environment變化非常快速,我哋一定要時刻保持alert,密切關注industry嘅最新動態,並迅速adjust我地嘅business strategy.

01:13 John 下面,我想請各位share下你地department's recent progress同埋未來嘅development plan, 首先請market department嘅何Sir作report.

01:22 Mr Ho 多謝主席, market team嘅過去3個月積極拓展new clients,共簽約咗35個projects,contract 總金額達2千萬港元。

01:34 Mr Ho 我地未來6個月嘅key strategy包括:持續加強與existing clients嘅合作關係,同時大力開發 new industry markets,目標係將總營業額再提升10%。

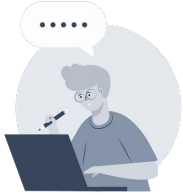
01:39 Mr Ho finance department嘅李小姐,你哋有冇findings同建議嗎?

01:43 Ms Li 從financial data analysis來看, 整體performance尚好, 但我哋仍需要密切關注個別business line嘅profitability, 特別係cost control方面,我哋要加強管理,爭取提高gross margin.

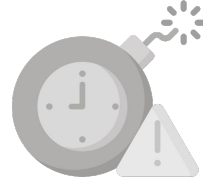
01:49 Ms Li 未來6個月, 我哋會加強對各部門嘅financial budgeting,同時優化cash flow management,確保公司維持healthy financial status.

AI transcription

# Business Needs and Pain Points



Difficulty capturing and organizing important information discussed during meetings



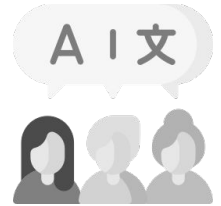
Time-consuming process of manually transcribing meeting recordings and formatting minutes



Struggle to keep track of key decisions, action items, and deadlines



Challenges with accurately documenting meeting minutes and sharing them with team members and clients



Limited support for multiple languages, making it difficult to transcribe meetings with diverse participants

# Introducing Oak

- Auto Generated Meeting Summary and Transcripts
- Auto Speaker Identification
- Tuned for Cantonese & Jargon Library Support
- Detailed Meeting Summaries with Smart Timestamps
- Single-tenant On Premise Solution

Trained on

**5M+**

hours of audio data

Tuned

**99%**

Accuracy for Cantonese

Support

**99+**

Languages

# Why Enterprises Are Using Oak?

## OAK for Legal Sector

The Law Firm manage a high volume of meetings throughout the day means sifting through countless notes and summaries, all of which must adhere to specific templates. The substantial time required to manually transcribe and summarize these meetings consistently creates a bottleneck, impacting overall productivity.

### AFTER using Oak:

- Consistent and Reliable Case Documentation
- Increased Efficiency and Alignment with Client Processes

## OAK for Independent Statutory Institution

The organization holds many high-stakes meetings to discuss training standards, regulatory compliance, and educational outcomes. Manual transcription is labor-intensive and time-consuming.

Given the sensitive nature of the data—including accreditation details and professional development records—current solutions in the market are unsuitable, as regulations explicitly prohibit their use due to the high risk of exposing confidential information to breaches and unauthorized access.

### AFTER using Oak:

- Enhanced Data Security and Control
- Adhere to industry standards

## OAK for Broadcasting Service

Broadcasting services in Hong Kong conduct numerous Cantonese interviews, making manual transcription extremely labor-intensive and time-consuming, as it requires repeated reviews of recordings to capture every detail. This traditional approach not only delays content delivery but also increases the risk of human error. Even with existing AI tools, the nuances of colloquial Cantonese are often missed. Informal expressions, regional accents, and subtle tonal variations are frequently misinterpreted or overlooked, resulting in inaccurate transcriptions that hinder efficient post-production workflows.

### AFTER using Oak:

- Enhanced Accuracy in Cantonese Transcription
- Streamlined post-production process with easy transition between written and spoken Cantonese

## OAK for TV Channels in Hong Kong

The team faces the time-consuming task of watching every show to manually create summaries, requiring them to dedicate 2-3 hours for each summary. This process quickly becomes inefficient with the high volume of content.

### AFTER using Oak (Demo):

- Enhanced Efficiency and Consistency
- High-Quality, Customised Content Summaries Across Different Show Categories

# Introducing Oak



<https://drive.google.com/file/d/1JhW0eKlsvQEtJ3com2uJgbU0ECLIU0Hg/view?usp=sharing>

# Tailored Insights for Every Use Case

## Design Thinking Workshops

- Instantly categorize and summarize brainstormed ideas.
- AskAI: *"Summarize the ideas we brought up by categories for each idea."*
- Automatically refine problem statements and user feedback.

## Project Management

- Concluding the handling for specific issues and providing edit suggestions for certain documents.
- AskAI: *"What's the conclusion for [the password policy issue]?"*
- Highlight the handlings for specific issues or items.

## Sales and Client Meetings

- Extract the detailed client requirements from the meeting to create a comprehensive and targeted proposal.
- AskAI: *"Help me draft the proposal outline based on the client requirements from the meeting?"*
- Monitor all follow-up actions and flag high-priority items to ensure nothing is overlooked.

## HR and Recruitment

- Summarize interview panels and compare candidate evaluations seamlessly.
- AskAI: *"What strengths and weaknesses were highlighted for this candidate?"*
- Analyze interview trends to optimize the hiring process.

# Use Case: HK Budget 2025

## Client Situation:

The HK Budget 2025 session lasts around **2 hours** and is packed with dense financial details, policy updates, and **specialized jargon**—all of which directly affect people's jobs and welfare. Despite its critical importance, few have the time to listen to the entire presentation. Generic transcription tools provide overly verbose summaries that miss the critical topics and key issues, leaving audiences struggling to extract the precise information they need.

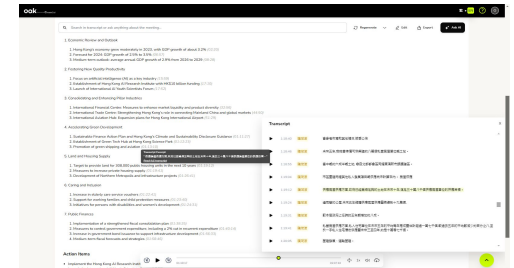
## Our Solution:

Auto-generated Meeting Summary with

- **Smart Timestamping:** Reference exact moments for accurate quoting and deeper context.
- **Integrated Jargon Library:** Understand specialized language for clear, contextual insights.
- **Ask AI Function:** Easily query transcript details for enhanced understanding.

## Key Achievements:

- Time Saving
- Improved Accuracy and Accountability



# Use Case: HK Budget 2025

oak

EN

Search in transcript or ask anything about the meeting...

## 1. Economic Review and Outlook

- Hong Kong's economy grew moderately in 2023, with GDP growth of about 3.2% (02:20)
- Forecast for 2024: GDP growth of 2.5% to 3.5% (06:57)
- Medium-term outlook: average annual GDP growth of 2.9% from 2026 to 2029 (08:28)

## 2. Fostering New Quality Productivity

- Focus on artificial intelligence (AI) as a key industry (15:59)
- Establishment of Hong Kong AI Research Institute with HK\$10 billion funding (17:10)
- Launch of International AI Youth Scientists Forum (17:52)

## 3. Consolidating and Enhancing Pillar Industries

- International Financial Centre: Measures to enhance market liquidity and product diversity (32:56)
- International Trade Centre: Strengthening Hong Kong's role in connecting Mainland China and global markets (44:50)
- International Aviation Hub: Expansion plans for Hong Kong International Airport (51:29)

## 4. Accelerating Green Development

- Sustainable Finance Action Plan and Hong Kong's Climate and Sustainability Disclosure Guidance (01:11:27)
- Establishment of Green Tech Hub at Hong Kong Science Park (01:12:23)
- Promotion of green shipping and aviation (01:13:10)

## 5. Land and Housing Supply

- Target to provide land for 308,000 public housing units in the next 10 years (01:19:12)
- Measures to increase private housing supply (01:19:41)
- Development of Northern Metropolis and infrastructure projects (01:26:41)

Transcript Excerpt:  
\* 供應房屋供應方面, 政府已經獲得足夠的土地在未來十年, 滿足三十萬八千個供應房屋單位的供應目標。

## 6. Caring and Inclusion

- Increase in elderly care service vouchers (01:22:41)
- Support for working families and child protection measures (01:23:40)
- Initiatives for persons with disabilities and women's development (01:24:31)

## 7. Public Finances

- Implementation of a strengthened fiscal consolidation plan (01:38:25)
- Measures to control government expenditure, including a 2% cut in recurrent expenditure (01:40:14)
- Increase in government bond issuance to support infrastructure development (01:56:33)
- Medium-term fiscal forecasts and strategies (01:58:46)

## Action Items

- Implement the Hong Kong AI Research Instt
- Launch the International AI Youth Scientists Forum (17:52)

01:19:17

02:07:10

## Timestamped AI Summaries

- Generates concise summaries with timestamp citations.
- Footnotes link directly to transcription for quick verification.

## Transcript

- 1:18:40 陳達安 會參考市場和其他情況, 妥善公佈。
- 1:18:46 陳達安 未來五年, 我機會繼續可供興建的八萬個私營房屋單位或土地。
- 1:18:55 陳達安 區中區約六成半或土地, 發展北部都會區填海填新市鎮擴建區。
- 1:19:04 陳達安 市營屋宇與其他私人發展項目或供應尚未計算在內, 房屋供應。
- 1:19:12 陳達安 供應房屋供應方面, 政府已經獲得足夠的土地在未來十年, 滿足三十萬八千個供應房屋單位的供應目標。
- 1:19:24 陳達安 通商辦公區, 未來五年繼續供應房屋供應量將達到十九萬個。
- 1:19:31 陳達安 較本屆政府上任時的五年期增加約八成。
- 1:19:41 陳達安 私營房屋供應方面, 私人住宅單位在未來五年的平均每年落成量估計超過一萬七千個, 較過去五年的平均數減少約百分之八, 至於一手私人住宅單位在供應量未來三至四年, 約是十萬零七千個。
- 1:20:05 陳達安 基礎發展, 運輸基礎。



# Jargon Library Support (Beta Feature)

**New Jargon** ×

**Jargon Phrase**  
Limit phrase to less than 5 words

DeepSeek

**Jargon Description**  
Providing context about the jargon helps Ask AI understand their meaning, leading to more accurate responses to your inquiries

Large Language Model

**Project**  
The jargon applies only to recordings associated with selected projects. Please note that each project can have a maximum of 10 jargons associated with it.

Select or create a project

Cancel Add

0:16:41

港台記者

希望內地人工智能的 Deep Seat 可以來到香港進駐

0:16:41

港台記者

希望內地人工智能的 Deep Seek 可以來到香港進駐

# Ask AI - HK Budget 2025

## ✦ 2蚊乘車優惠有改變?

根據財政預算案，「兩蚊優惠」計劃有以下調整：

1. 維持現有受惠對象不變
2. 改為推行「兩元兩折優惠」：
  - 票價低於或等於10元時，仍可繳付2元車費
  - 票價高於10元時，需繳付全額車費的兩折
3. 設定每月使用上限為240程

這個微調方案旨在：

- 保留原有政策意圖
- 提升計劃的可持續性
- 減低對受惠人士的影響

# Ask AI - HK Budget 2025

## ✦ 公務員凍薪?

根據財政預算案的內容，政府提出在2025-26年度，所有行政、立法、司法機關和區議會的全體人員將凍結薪酬，具體包括：

1. 行政長官和政治委任官員
2. 行政會議非官守議員
3. 全體公務員
4. 立法會主席和所有議員
5. 立法會秘書處同事
6. 終審法院首席法官和各級法院法官
7. 司法機構人員
8. 區議會議員

這是政府為控制開支、優化資源運用所採取的措施之一，體現了政府希望通過各方面節流來平衡財政的決心。

# Ask AI - HK Budget 2025

## ✦ 印花稅

根據財政預算案報告，有關印花稅的重要信息如下：

### 1. 印花稅收入預算：

- 2025-26年度預計印花稅收入約676億元，比2024-25年度收定預算上升16.5%

### 2. 印花稅減免措施：

- 為減輕購買低價物業人士負擔，將徵收100元印花稅的物業價值上限由300萬元提高到400萬元
- 此項措施即日生效
- 預計可惠及約15%的物業成交個案
- 政府收入每年減少約4億元

### 3. 印花稅整體趨勢：

- 財政司司長指出，政府會持續關注印花稅收入情況
- 印花稅收入受資產市場表現影響，目前正處於調整階段

# B2B Use Cases

Use Case 1:

# Customised Meeting Notes



# Use Case: Customised Meeting Notes

## Large Law Firm

### Client Situation:

The Law Firm managing a **high volume of meetings throughout the day** means sifting through countless notes and summaries, all of which must adhere to **specific templates**. The substantial time required to manually transcribe and summarize these meetings consistently creates a bottleneck, impacting overall productivity.

Each case requires a high degree of attention to detail, particularly when it comes to financial data and legal stipulations. Generic AI meeting tools often fail to capture these critical elements accurately. As a result, the summaries produced lack focus, **missing key information** that is crucial for making informed decisions.

### ThinkCol Solution:

Tailored Meeting Notes with Customised Templates:

- Prioritize the key areas specified by the client, focusing on critical elements like financial details, and age-related legal stipulations.
- Enable customised templates, ensuring that the summaries align perfectly with the client's requirements and their specific way of organizing and interpreting meeting content.

### Key Achievements:

- Consistent and Reliable Case Documentation
- Increased Efficiency and Alignment with Client Processes

Here's a comprehensive analysis of the financial situation discussed in the transcript:

**Income Details:**

1. [Redacted]  
- Monthly salary: [Redacted]  
- Net income after MPF: Approx [Redacted]

2. [Redacted]  
- Monthly salary: [Redacted]  
- Total household: [Redacted]

**Family Composition & Situation:**

- 4-person household  
- Two daughters:  
- Elder daughter: [Redacted]  
- Younger daughter: [Redacted]

[Redacted]

1. Family Living Expenses:

[Redacted]

[Redacted]

[Redacted]

[Redacted]

# Legal Use Case Solution

## Tailored Meeting Notes with Customised Templates

Q Search in transcript or ask anything about the meeting...



**Attendees**

- Speaker 1 (Appears to be a Project Leader/Manager) - Leading the discussion
- Speaker 2 (Potential Team Member) - Asking clarifying questions about im
- Speaker 3 (Team Member) - Contributing suggestions about product featur
- Jocelyn (Mentioned) - Responsible for UI/UX designer coordination (01:32)
- Allison (Mentioned) - UI/UX Designer who will be consulted (01:50)

**Agenda**

- Discuss product (Oak) improvements (00:01)
- Focus on voice recognition technology enhancement (00:08)
- Explore platform integrations (Zoom, Teams) (00:23)
- Review go-to-market strategy (01:08)
- UI/UX design updates (01:32)

**Meeting Details**

1. Voice Recognition Technology
  - 1. Goal is to develop a system that can automatically label speakers after i
  - 2. Team recognizes increasing client interest in this feature across different
2. Pl   00:00:09

### Example template

Here's a comprehensive analysis of the financial situation discussed in the transcript:

**Income Details:**

[Redacted]

- Monthly salary: [Redacted]
- Net income after MPF: [Redacted]

2. Spouse's Income:

- Monthly salary: [Redacted]
- Total household: [Redacted]

**Family Composition & Situation:**

- 4-person household
- Two daughters:
  - Elder daughter: [Redacted]
  - Younger daughter: [Redacted]

[Redacted]

1. Family Living Expenses:

[Redacted]

[Redacted]

[Redacted]

[Redacted]

Prioritise certain areas:

- Expenditures
- Age-related restrictions



Use Case 2:

# Improved Cantonese

佛系  
fat6 hai6

瀨野  
lai2 ye5

捉蟲  
zuk1 cung4



# Use Case: Improved Cantonese Broadcasting Service in Hong Kong

## Client Situation:

Broadcasting services in Hong Kong conduct numerous Cantonese interviews, making manual transcription extremely labor-intensive and time-consuming, as it requires repeated reviews of recordings to capture every detail. This traditional approach not only delays content delivery but also increases the risk of human error.

Even with existing AI tools, the nuances of colloquial Cantonese are often missed. Informal expressions, regional accents, and subtle tonal variations are frequently misinterpreted or overlooked, resulting in inaccurate transcriptions that hinder efficient post-production workflows.

## Solution:

- Context-Based Colloquial Cantonese Transcription: Accurately captures colloquial phrases, slang, and regional variations based on context, ensuring proper interpretation of spoken Cantonese.
- Supports Both Written and Spoken Cantonese Transcription: Facilitates smooth transitions between written and spoken Cantonese, providing flexibility for both transcription references and structured documents.

## Key Achievements:

- Enhanced Accuracy in Cantonese Transcription
- Streamlined post-production process with easy transition between written and spoken Cantonese

Speaker 3 而家我哋會蝕返個啲field落去嘅

Speaker 3 而家我哋會攝返個啲field落去嘅

Speaker 2 我想問,如果咁你覺得我哋一面試,你都要預一啲時間

Speaker 2 我想問,如果這樣你覺得我們一邊試,你都要預一些時間

# Context-Based Colloquial Cantonese Transcription

Before Tuning:

Speaker 2

我想問,如果咁,你覺得我哋一面是,你都要遇一啲時間

**After** Tuning:

Speaker 2

我想問,如果咁,你覺得我哋一面試,你都要預一啲時間

Before Tuning:

Speaker 3

而家我哋會蝕返個啲field落去嘅

**After** Tuning:

Speaker 3

而家我哋會攝返個啲field落去嘅

## Supports Both Written and Spoken Cantonese Transcription

**Spoken Chinese:**

Speaker 2

我想問,如果咁你覺得我哋一面試,你都要預一啲時間

**Written Chinese:**

Speaker 2

我想問,如果這樣你覺得我們一面試,你都要預一些時間

**Spoken Chinese:**

Henderson

之前只係畫面變咗仲有一啲新嘅feature方便你哋

**Written Chinese:**

Henderson

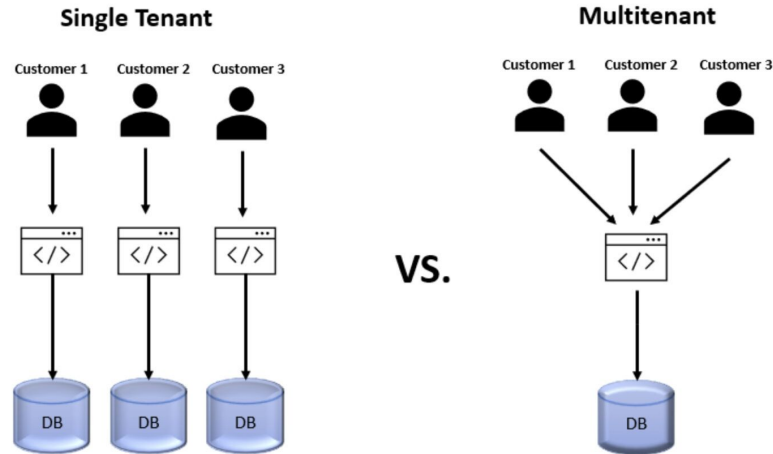
之前只是畫面變了還有一些新的feature方便你們

Use Case 3:

# Data Security and Privacy



# Single Tenant vs. Multi Tenant: Why We Offer Single Tenant Solutions Too



## Isolated Data Environment:

Ensures that each customer's data remains completely separate, avoiding any data mixing.

## Enhanced Security & Privacy:

Meets stringent enterprise standards by reducing risks of unauthorized access.

## Dedicated Resources & Customization:

Provides tailored configurations and performance optimization for specific business needs.

# Use Case: Data Security and Privacy

## An Independent Statutory Institution in Medicine

### Client Situation:

This independent statutory institution, responsible for organizing, monitoring, assessing, and accrediting all medical and dental specialist training in Hong Kong, holds many high-stakes meetings to discuss training standards, regulatory compliance, and educational outcomes. Manual transcription is labor-intensive and time-consuming.

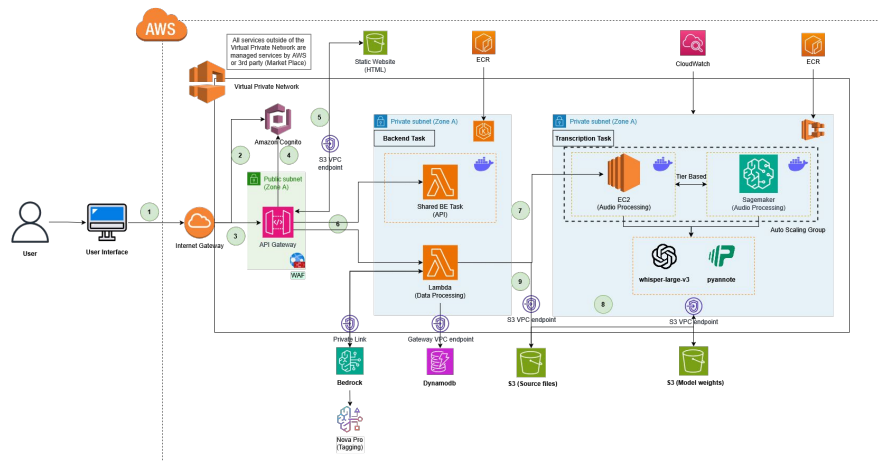
Given the sensitive nature of the data—including accreditation details and professional development records—existing solutions in the market are unsuitable, as regulations explicitly prohibit their use due to the high risk of exposing confidential information to breaches and unauthorized access.

### ThinkCol Solution:

Provide AWS Separate Cloud Solution to ensure data privacy and comply with regulatory requirements.

### Key Achievements:

- Enhanced Data Security and Control
- To adhere to industry standards



# Snapshot of B2B Use Cases

- **Enterprise-Grade Cloud:**

Separate cloud hosting with robust security, reliability, and high performance.

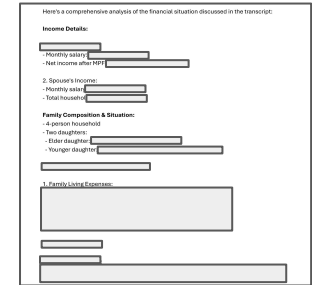
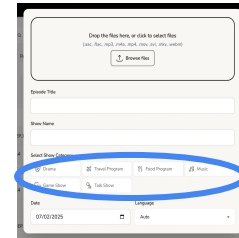
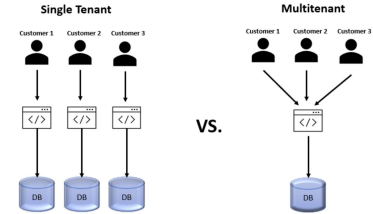
- **Tailored Solutions:**

Customizable features that evolve with your business needs.

e.g. Customized Templates, Customized Prompts

- **Comprehensive Support:**

Office hours, prompt email support, and regular updates for uninterrupted productivity.





# Oak Solution Offerings



# Oak Solution Offering

```
graph TD; A[Oak Solution Offering] --> B[On-Premise Solution]; A --> C[Client-Hosted Isolated Cloud Solution]; A --> D[Managed Isolated Cloud Solution];
```

## On-Premise Solution

Installed directly on your own physical servers for maximum control over all data, security, and compliance within your infrastructure.

## Client-Hosted Isolated Cloud Solution

Deployed as an isolated instance within your own cloud account (e.g., AWS, Azure) for dedicated security using your existing infrastructure.

## Managed Isolated Cloud Solution

A fully managed, dedicated cloud environment we run for you, combining single-tenant security with the convenience of our expert oversight.

# Maintenance & Managed Service

Ensure continued access to the dedicated cloud infrastructure and maintenance services

## **Annual Maintenance:**

- Office Hours Support: Access dedicated office hours (9am - 6pm) for diagnosis and support.
- Email support team
- Regular Updates and Bug Fixes: Receive timely updates and bug fixes for updated models.

## **Managed Service for Cloud Cost:**

- We offer pay-as-you-go approach for Oak's cloud cost (we charge a mark-up for the management fee).
- Core features that are incurring cost: Transcript processing, meeting note generation, Ask AI function

# Customization Retainer

We offer bespoke customization services upon request to meet your unique needs

## Overview

- Customization are charged by man-days, client can reserve a predetermined number of man-days for enhancement work per year
- We will assess the feature's complexity and estimate the number of man-days required for implementation.
- We will provide a written proposal stating the estimated efforts in man-days.

## Example of customization

- Template Customization: Tailor meeting note templates to fit your specific needs.
- Other additional features

# Licensing

**Grant of License:** Exclusive right to use Oak for uploading meeting recordings and generating transcripts and meeting minutes.

**Duration:** Indefinite use, subject to termination conditions.

**Usage Restrictions:** No sublicensing or distribution without consent.

# Thank You

For more information, please contact  
[kane.wu@thinkcol.com](mailto:kane.wu@thinkcol.com).

Our proposal contains information that is proprietary and confidential to CreateCol , the disclosure of which could provide substantial benefit to competitors offering similar services. Thus, this proposal may not be disclosed, used or duplicated for any other purposes other than to permit you to evaluate CreateCol to determine whether to engage CreateCol. If no contract is awarded to CreateCol, our proposal and any copies must be returned to CreateCol or destroyed. Also, the scope of services contained herein is a not a guarantee of the same results as achieved in past projects, as circumstances may change during the course of planning and execution of the enclosed scope.