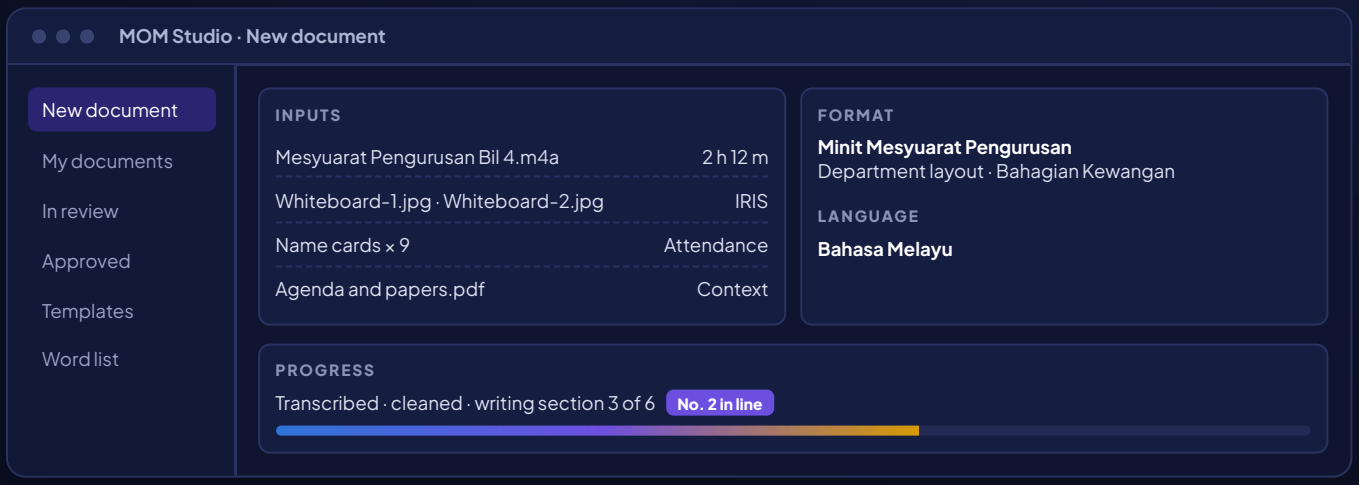
PRODUCT BRIEF · S.A.L.T CI

S.A.L.T CI MOM Studio

Meeting and document intelligence. From a recording, a pile of notes or a whiteboard photo to finished, official minutes in the organisation's own format, in Malay or English, on its own servers.

- Department's own Word layout
- Bahasa baku and English
- Nothing invented
- Whiteboards and name cards
- Twenty-plus formats
- Templates per user and department
- Air-gapped by default



Illustrative screen; names and data are examples.

MOM Studio 2.5 · Product brief 1.0 · October 2026 · studio.salt.ci
Prepared by **CAPT ZEDs**, Founder and Creator of S.A.L.T CI

01 · WHY MOM STUDIO

Minutes are an official record, not a set of notes

Writing minutes is one of the most time-consuming routine jobs in any organisation. A two-hour meeting can cost a secretary a day of listening and typing, and the result arrives late and in inconsistent formats.

Recordings sent abroad

General AI note-takers upload meeting recordings to foreign clouds, which official meetings cannot allow.

Notes, not minutes

They write generic summaries in their own style, not minutes in the organisation's format, ready for the chair to sign.

Malay as it is spoken

They struggle with Bahasa Melayu as spoken in Malaysian meetings, mixed with English, names and acronyms.

WHAT MOM STUDIO CHANGES

BEFORE	WITH MOM STUDIO
A day of typing per meeting	A draft minutes after upload; the secretary reviews and edits instead of typing
Every department's own format, retyped	The department's own Word file is the layout: letterhead, numbering, tables and signature blocks
Casual or Indonesian word choices	Writing rules and a dedicated minutes model for proper bahasa baku and English
Guessed attendance and figures	Names, dates and figures only from what was said, shown or written; gaps left for the secretary
Whiteboards and cards typed by hand	Photos and name cards read into the record and the attendance list
Minutes lost in folders	Approved, filed with versions, searchable, with action items tracked to closure

MOM Studio in one line

From a recording, a pile of notes or a whiteboard photo to finished, official minutes and reports, in the organisation's own format, in Malay or English, on its own servers.

02 · PRINCIPLES & USERS

Built for the people who sign the record

MOM Studio drafts; the secretary reviews and edits; the chair approves. Eight principles keep it trustworthy enough for an official record.

The record must be true

Writes only what the inputs support and marks what it could not find.

The house format wins

Formats, layouts and wording are settings and samples, never code.

People finish it

It speeds people up; it does not replace their judgement.

One job per service

Hearing, seeing and writing are separate shared services.

Local first

Speech, vision and writing run on the organisation's servers.

Fair under load

Jobs queue fairly, show their place in line and can be cancelled.

Set up by clicks

A new department or format needs no developer.

Private by default

Each person sees their own documents and the templates they are allowed.

WHO USES IT

ORGANISATION	TYPICAL DOCUMENTS
Government agencies and ministries	Mesyuarat minutes, management minutes, committee reports, briefing papers, memos
Universities and schools	Senate and faculty minutes, committee minutes, lecture notes, workshop reports, interview notes
Companies and GLCs	Board and AGM minutes, management minutes, project status and site visit reports
Local authorities	Full council and committee minutes, site visit and inspection reports
Associations and societies	AGM and committee minutes, residents' association meetings
Training and consulting	Workshop and training reports, focus-group and interview notes

03 · HOW IT WORKS

Hear, see and write, then build the document

MOM Studio orchestrates three shared S.A.L.T CI capabilities, and owns the parts that make the result an official document: templates, writing rules, layouts and the document builder.

INPUTS — queued per job

- Meeting recordings
- Pasted transcripts
- Agendas and papers
- Whiteboard photos
- Name cards
- Phone capture

HEAR · SEE · CLEAN — shared S.A.L.T CI services

- Audio service · speech to text with the word list
- IRIS · cards to attendance, boards to notes
- Clean-up · filler, loops, false speakers

WRITE AND BUILD — what makes it official

- Writing engine · dedicated minutes model
- Templates · 20+ formats
- Department layouts
- Document builder · Word and PDF

HOW A JOB RUNS

1. **Check** — Inputs and format chosen; the user's access checked first
2. **Transcribe** — Audio service with the organisation's word list
3. **Read** — IRIS turns photos and cards into text
4. **Clean** — Filler, loops and false labels removed
5. **Write** — Section by section, long meetings in parts
6. **Build** — Into the template or department layout

Speech on CPU

Transcription runs on CPU by default, so it never competes with the writing model for GPU memory.

Two fair queues

Separate queues for transcription and writing, with place in line, progress and cancel. One long meeting never blocks everyone else.

04 · INPUTS

Everything from the meeting, in one record

Recordings, transcripts, documents, whiteboard photos and name cards are combined into one document, so nothing said, shown or written on the day is left out.

AUDIO AND VIDEO
Meeting recordings
Long meetings of several hours, uploaded or recorded on a phone, in Malay, English or a mix.

TEXT
Transcripts and notes
Pasted transcripts and notes are used directly, then cleaned and structured.

CONTEXT
Agendas and papers
Agendas, meeting papers and previous minutes are read for names, numbers and context.

VISION
Whiteboards and flip charts
Read into notes and decisions. Photos are straightened automatically; handwriting works with a suitable vision model.

ATTENDANCE
Name cards
Any number of cards read into the attendance list with names, titles and organisations.

IN THE ROOM
Phone capture
Photos taken in the studio app during the meeting are added to the same job.

A photo never blocks the minutes
If a photo cannot be read, MOM Studio still produces the document, names the photo in a warning and marks it in the annex for the secretary.

Your words, spelt right
An organisation word list teaches speech recognition the names, acronyms and technical terms used in its meetings, so officers' names and project codes come out correctly the first time.

EXAMPLE: A NAME CARD BECOMES AN ATTENDANCE ROW

Dr. Nur Aisyah Ahmad
Timbalan Pengarah (Kewangan)
Jabatan Contoh
aisyah@contoh.gov.my · 03-0000 0000

›

Bil.	Nama	Jawatan	Organisasi
3	Dr. Nur Aisyah Ahmad	Timbalan Pengarah (Kewangan)	Jabatan Contoh

Illustrative. IRIS reads the card on the organisation's own vision model; the row goes into the attendance table.

05 · FORMATS & LAYOUTS

The organisation's own format, to the last table

Each format comes in Malay and English with labels written for the language. Organisations typically run twenty or more formats, including department variants.

FORMAT	PURPOSE
Minutes of meeting	Attendance, agenda, discussion, decisions, actions
AGM minutes	Resolutions and voting
Memo	Internal memorandum from a discussion
Workshop report	Group findings and recommendations
Lecture notes	Structured summaries of classes
Interview notes	Interviews and focus groups
Site visit report	Observations, findings, follow-ups
Briefing paper	Executive summary for decision makers
Custom	Any format defined in the editor

JABATAN CONTOH — Bahagian Kewangan

MINIT MESYUARAT PENGURUSAN BIL. 4/2026

Tarikh: 14 Oktober 2026 · Masa: 9.00 pagi
Tempat: Bilik Mesyuarat Utama

1. KEHADIRAN

Bil.	Nama	Jawatan
1	Pengarah	Pengerusi
2	Timbalan Pengarah	Ahli

3. PERKARA BERBANGKIT

3.1 Mesyuarat dimaklumkan bahawa peruntukan sebanyak RM 120,000 telah diluluskan. Tarikh pelaksanaan: [tidak dinyatakan]

4. TINDAKAN

Perkara	Tindakan	Tarikh
Laporan suku tahun	Unit Kewangan	30 Nov 2026

Illustrative. The department's own Word layout, with a gap marked instead of guessed.

Department layouts

Upload a department's existing Word minutes. MOM Studio writes into that exact layout: headers, numbering, tables and signature blocks.

Template editor

Create, try, duplicate and edit formats in the admin pages, with no restart. The last 25 versions are kept, with undo.

Branding

Organisation name, logo with size choice, letterhead, footer and colours, applied to every document.

06 · TEMPLATES & ACCESS

Each person sees only their own templates

Templates follow the user's credentials. A finance secretary sees the finance formats and layouts, a faculty officer sees the faculty's, and nobody wades through every department's list.

SIGN-IN

Follows the user's credentials

Access comes from the organisation's own sign-in through TERAS: single sign-on, directory groups and roles. No separate user list to keep.

SCOPE

Shared, department or personal

Each template is shared with everyone, with chosen departments or groups, or kept personal. The picker shows a person only what they may use.

DOCUMENTS

Private documents

People see their own documents and those shared with their group. Chairs see what is sent to them for approval.

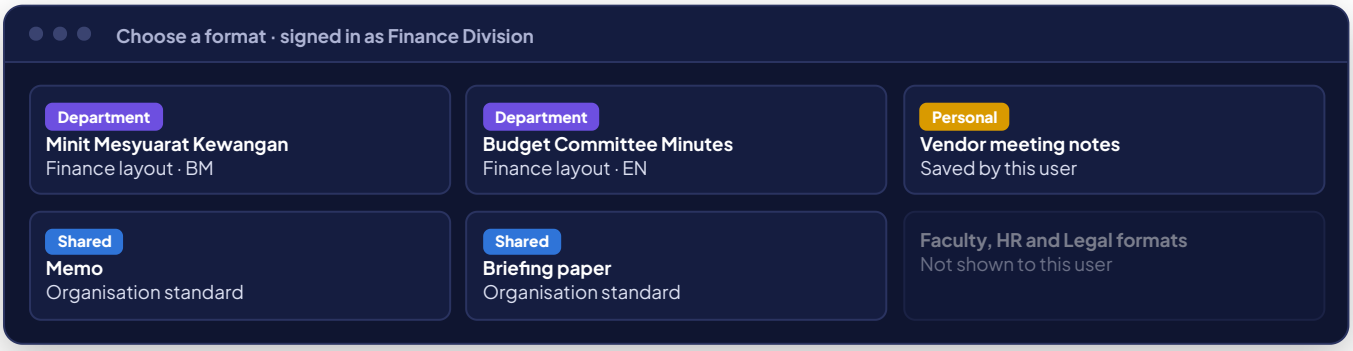
ROLES

ROLE	CAN DO
Secretary or officer	Generate documents with the templates assigned to them; review, edit and send for approval; save personal templates
Chair or approver	Review drafts sent to them, approve with an electronic signature, return with comments
Department administrator	Manage the department's templates, layouts and word list; see the department's documents
Organisation administrator	Branding, shared templates, models, limits, retention, roles and diagnostics across the organisation

One installation, many departments

A ministry, university or group of companies runs one MOM Studio. Each department keeps its own formats, layouts and documents, separated by the same access rules that govern the rest of S.A.L.T CI.

WHAT A FINANCE SECRETARY SEES IN THE FORMAT PICKER



Illustrative screen.

07 · WRITING QUALITY

Correct before it is fast

MOM Studio combines a dedicated writing model with rules, checks and clean-up tuned on real Malaysian meetings.

SAFEGUARD	WHAT IT PREVENTS
Dedicated minutes model	A low-temperature model kept apart from the chat assistant, so minutes stay formal and consistent
No invented content	Attendance, dates, deadlines, names and figures come only from the inputs; missing details are left for the secretary
Figures kept exactly	Amounts, percentages and quantities reproduced as spoken or written, never rounded or reworded
Malaysian Malay	Writing rules keep bahasa baku and Malaysian terms, avoiding Indonesian word choices
Honest speakers	Speaker names are never guessed from voices; attribution comes from what was said and the attendance list
Loop and filler removal	Repeated phrases and filler that speech recognition can produce on silence or noise are removed first
Long-meeting handling	Meetings beyond the model's context are summarised in parts, then joined into one coherent document
Organisation word list	Names, acronyms and terms taught to speech recognition, so they are spelt correctly
Benchmarking	A benchmark set of real recordings measures accuracy after every change to prompts, models or rules

Errors that explain themselves

Timeouts are configurable, and when something fails the real cause is shown and logged, not a vague error. Administrators can probe how long requests may stay open through the network path.

LABELS WRITTEN FOR THE LANGUAGE, NOT TRANSLATED WORD FOR WORD

BAHASA MELAYU	ENGLISH
Kehadiran · Turut hadir · Tidak hadir	Present · In attendance · Absent with apologies
Pengesahan minit mesyuarat lalu	Confirmation of previous minutes
Perkara berbangkit	Matters arising
Tindakan · Tarikh akhir	Action · Due date
Lampiran	Annex

08 · WORKING WITH MOM STUDIO

From the meeting room to filed minutes

Six steps from capture to follow-up, with people in charge at review and approval.

1 **Capture** Record on a phone; snap the whiteboard and the name cards

2 **Choose** Pick an assigned format or department layout

3 **Generate** Progress and place in line shown; cancel any time

4 **Review** Compare with the transcript; edit in place

5 **Approve** Chair signs electronically; minutes locked and filed

6 **Follow up** Actions tracked to closure, with reminders

REVIEW

Draft beside the transcript

- Compare the draft with the transcript side by side
- Jump from a sentence to its moment in the recording
- Edit in place, or download the editable Word file

APPROVAL

Signed and locked

- The chair approves with an electronic signature
- Approved minutes are locked and filed with their version history
- Returned drafts carry the chair's comments

FOLLOW-UP

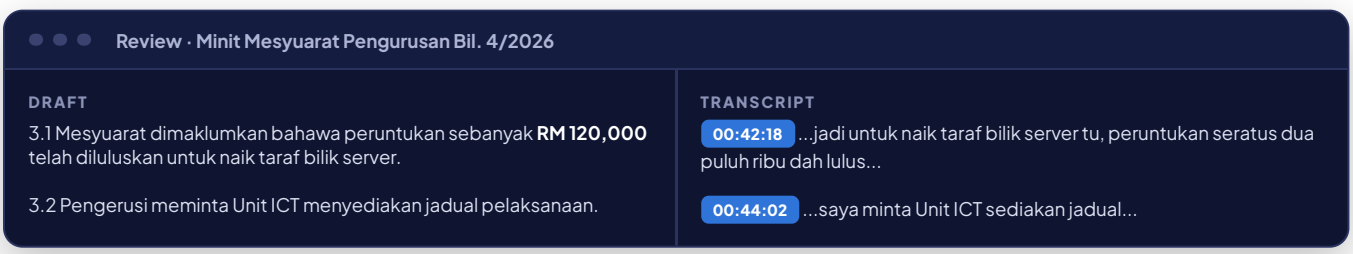
Actions that close

- Each action becomes a tracked task with an owner and a due date, through TERUSAN
- Reminders until it is closed

DISTRIBUTION AND ARCHIVE

Sent, then searchable

- Approved minutes sent to attendees by e-mail or WhatsApp, with each person's actions
- Ask TERAS what was decided about any topic last quarter



Illustrative screen. Each sentence links to its moment in the recording.

09 · ADMINISTRATION

Configured by clicks, not by developers

Everything that differs between organisations is set in the admin pages. A setup wizard prepares a new organisation in minutes: profile, languages, starter formats, a first department layout and the word list.

SETTING	WHAT IT CONTROLS
Organisation profile	Name, logo and size, letterhead, footer, colours, default language
Formats	Which formats appear, their sections, prompts and labels, per language
Department layouts	Uploaded Word samples per format and department
Template access	Which users, departments and groups may use each template
Word list	Names, acronyms and terms for speech recognition, edited in a simple list
Models	The writing model and the vision model, chosen from TERAS, local or cloud
Limits	Largest upload, longest recording, timeouts, parts for long meetings, queue sizes
Access	Who may generate, edit formats and layouts, approve, or see others' documents
Retention	How long recordings, transcripts and documents are kept
Diagnostics	Health of the audio, vision and writing services, and network path probes

INSTALLATION AND OPERATIONS

Install
Containers beside TERAS; configuration kept across upgrades.

Connect
TERAS address and key; pick the models from a list.

Check
Health page: version, queues, Audio and IRIS reachability.

Upgrade
Unpack and rebuild; formats kept; instant rollback.

10 · SECURITY & PLATFORM

Sovereign meetings, on one platform

Recordings of people are personal data. MOM Studio processes and stores them on the organisation's servers, and inherits identity, audit and backups from TERAS.

AREA	MEASURE
Data location	Recordings, transcripts and documents processed and stored on the organisation's servers; local models by default; air-gapped operation supported
Access	Sign-in, keys and roles through TERAS; access checked before any work starts
Downloads	Private, unguessable download links; no folder listings; file names cannot reach outside the output store
Network	Designed to sit behind a reverse proxy or web application firewall; strict cross-origin rules; upload size limits
Retention	Recordings and transcripts deleted automatically after the period the organisation sets
Audit	Who generated, viewed, edited, approved and downloaded each document, in the TERAS audit log
Personal data	Handling aligned with Malaysia's Personal Data Protection Act

PART OF THE S.A.L.T CI PLATFORM

TERAS

Models, sign-in, roles, audit and knowledge. The minutes archive is searchable from TERAS chat, and MOM Studio is a tool inside TERAS.

Audio and LOGHAT

Speech to text, Malaysian dialects for recognition, and minutes read aloud.

IRIS

Vision for name cards, whiteboards and printed papers.

TERUSAN

Action items as tracked tasks; approval of minutes as a governed workflow.

Channels

Distribution and reminders by e-mail, WhatsApp and Microsoft Teams.

Meeting platforms

Recordings imported from Microsoft Teams, Zoom and Google Meet.

11 · DEPLOYMENT & COMPARISON

Runs beside TERAS, on hardware you choose

MOM Studio is not tied to any machine. It scales with the number of meetings processed at once, and TERAS compute agents add capacity when needed.

PART	RUNS ON	SIZING NOTE
Studio, queue, builder	Any small server or VM	Light; CPU only
Speech recognition	CPU (recommended) or GPU	More cores give faster transcripts; CPU keeps the GPU free
Writing model	GPU through TERAS, or cloud in hybrid mode	A mid-size model with a long context suits long meetings
Vision model	GPU through TERAS	A small model reads name cards; a larger one reads dense handwriting

COMPARED WITH THE USUAL WAYS OF PRODUCING MINUTES

CAPABILITY	MOM STUDIO	CLOUD AI NOTE-TAKERS	MEETING PLATFORM NOTES	MANUAL
Recordings stay on your servers	Yes	No	No	Yes
Runs fully air-gapped	Yes	No	No	Yes
Minutes in the house format	Yes, with layouts	Generic notes	Generic notes	Yes, slowly
Proper Malaysian Malay	Yes	Partly	Partly	Yes
In-room meetings, not only calls	Yes	Partly	No	Yes
Whiteboards and name cards	Yes	No	No	By hand
Templates scoped per user	Yes	No	No	Not applicable
Approval, actions and search	Yes, with TERUSAN and TERAS	Partly	Partly	Partly
Time to a first draft	Minutes	Minutes	Minutes	Hours to days

Categories describe typical offerings; individual products differ.

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