

## PRODUCT BRIEF

# A calmer start to every meeting

**1**

Focused workflow

**2 weeks**

Illustrative plan

**The problem**

Meeting hosts spend time gathering context, but still arrive without a clear agenda or decisions to make. The first version turns pasted notes into a small, editable preparation pack.

**Keep the first version focused**

- Paste notes and choose a meeting goal.
- Generate an agenda, open questions, and a preparation checklist.
- Edit and copy the result. Nothing is sent automatically.

**Ready means**

- Every factual statement traces back to the supplied notes.
- Missing owners or dates are marked as unassigned, not guessed.
- A failed generation preserves the original notes and offers a retry.

**Two-week outline**

Week 1: validate the workflow, build input and editing, and test realistic notes. Week 2: test failure states, check privacy and accessibility, and run a small pilot. Calendar integration and recording stay outside this version.

**Core journey**

- Start: the host pastes notes and names the meeting goal. A short example explains what useful context looks like.
- Review: show the agenda, questions, and checklist in editable sections. Label assumptions and unresolved details.
- Finish: let the host copy or export the pack. Saving, sending, or inviting participants requires a separate explicit action.

## Acceptance and edge cases

- Sparse notes: ask one focused question instead of inventing a complete agenda.
- Conflicting dates: show the conflicting source lines and ask the host to resolve them.
- Long notes: preserve decisions, owners, and open questions when summarizing; allow the host to inspect the original.
- Offline or interrupted request: keep the draft, show an understandable status, and prevent a second submission from duplicating the task.
- Keyboard and accessibility: complete input, review, and export without a mouse; use visible focus and readable contrast.

## Delivery checkpoints

- Days 1–2: test the concept with five volunteer hosts using fictional or approved notes; validate the problem before broadening scope.
- Days 3–5: build input, editable output, and a durable draft. Review the workflow with the pilot group.
- Days 6–8: cover empty, conflicting, lengthy, and interrupted inputs. Verify data handling and accessibility.
- Days 9–10: run the pilot, resolve blocking issues, and decide whether to expand. This schedule is an illustrative plan, not a delivery promise.

## Pilot scorecard

Track completion rate, time to an editable preparation pack, factual corrections per pack, and whether hosts reuse the tool. Capture a baseline first; no success rate is claimed in this example. A pilot should pause if sensitive notes are exposed or facts are repeatedly invented.

## Open questions for the product owner

- Should a saved pack remain only on the device or sync across an account?
- Which export format is essential for the first pilot?
- Who reviews privacy requirements for the intended audience?