



# MEETRA AI – FEATURE BREAKDOWN (MICRO FEATURES)

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## ◆ MODULE 1: AUTHENTICATION & USER ACCESS

### 1.1 User Registration

- Email + password signup
- Password validation rules
- Email verification (future-ready)

### 1.2 User Login

- Email + password login
- Google OAuth login
- JWT token generation

### 1.3 Guest Access

- Join meeting via invite link
  - No account required
  - Temporary session identity
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## ◆ MODULE 2: MEETING CREATION & JOINING

### 2.1 Create Meeting

- Generate unique meeting ID
- Set meeting name
- Optional password
- Host role assignment

## 2.2 Join Meeting

- Join via meeting link
- Password validation
- Role detection (host / participant)

## 2.3 Meeting Lifecycle

- Start meeting
  - End meeting
  - Auto-close when host leaves
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# ◆ MODULE 3: VIDEO & AUDIO (CORE ENGINE)

## 3.1 Audio Stream

- Mic on/off
- Audio permission handling
- Noise handling (basic)

## 3.2 Video Stream

- Camera on/off

- HD video support
- Device selection (camera)

### **3.3 Call Stability**

- WebRTC peer connection
  - Reconnect on drop
  - Latency monitoring (<300ms)
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## **◆ MODULE 4: SCREEN SHARING**

### **4.1 Start Screen Share**

- Entire screen share
- App/window share

### **4.2 Stop Screen Share**

- Manual stop
  - Auto stop on disconnect
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## **◆ MODULE 5: IN-MEETING CHAT**

### **5.1 Text Chat**

- Real-time messages
- Sender identification

- Timestamped messages

## 5.2 Emoji Reactions

- Basic emoji reactions
- Real-time broadcast

## 5.3 File Sharing (Basic)

- Upload file in chat
  - Download by participants
  - Size limits
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# ◆ MODULE 6: UI / UX SYSTEM

## 6.1 Layout Modes

- Grid view
- Speaker focus view

## 6.2 Controls

- Floating control bar
- Auto-hide toolbar
- One-click mute / video toggle

## 6.3 Visual Design

- Calm color palette

- Clean typography
  - Zero clutter layout
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## ◆ **MODULE 7: BRANDING & THEMES**

### **7.1 Branding**

- Custom logo placement
- App name configuration

### **7.2 Themes**

- Light mode
  - Dark mode
  - Soft gradient UI theme
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## ◆ **MODULE 8: AGENTIC AI – MEETING COPILOT (MOST IMPORTANT)**

### **8.1 Audio → Text Pipeline**

- Capture meeting audio
- Speech-to-text processing
- Speaker identification

### **8.2 Live Meeting Summary**

- Real-time summary generation

- Key topic detection

### **8.3 Action Item Extraction**

- Detect tasks
- Assign to users
- Timestamped references

### **8.4 Decision Tracker**

- Detect decisions
- Store structured decisions list

### **8.5 Ask-AI Chat**

- “Ask AI about meeting” input
- Context-aware responses
- Queries like:
  - What were action items?
  - What did Ali say?
  - What was decided?

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## **◆ MODULE 9: POST-MEETING AI OUTPUT**

### **9.1 Summary Generation**

- Final meeting summary
- Downloadable text

## **9.2 Action Report**

- Action items list
  - Owner + task mapping
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## **◆ MODULE 10: FUTURE AI FEATURES (SEPARATE FLAGS)**

*(Implement later – but documented now)*

- Auto follow-up emails
  - Speaker sentiment analysis
  - Meeting effectiveness score
  - Voice commands
  - CRM sync agent
  - Calendar scheduling agent
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## **◆ MODULE 11: SECURITY**

### **11.1 Authentication Security**

- JWT tokens
- Session expiry

### **11.2 Meeting Security**

- Encrypted signaling

- Secure WebRTC channels
- Meeting passwords

### **11.3 Access Control**

- Host / participant roles
  - Permission enforcement
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## **◆ MODULE 12: NON-FUNCTIONAL REQUIREMENTS**

- Latency < 300ms
  - 99.9% uptime
  - GDPR compliance
  - Scalable to 10k users
  - Feature flags for rollout
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## **◆ MODULE 13: SYSTEM & INFRASTRUCTURE**

### **13.1 Backend**

- REST APIs
- WebSocket signaling
- Media server integration

### **13.2 Database**

- PostgreSQL (users, meetings, summaries)
- Redis (real-time state)

### **13.3 Infrastructure**

- Docker setup
  - TURN / STUN servers
  - Cloud deployment (AWS / GCP / Fly)
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## **◆ MODULE 14: DEVELOPMENT PHASES (TASK READY)**

### **Phase 1 – Planning**

- PRD finalization
- Wireframes
- Architecture docs

### **Phase 2 – Core Video**

- Video/audio
- Chat
- Screen sharing

### **Phase 3 – AI Agent**

- Speech-to-text
- Summary agent
- Action extractor

## **Phase 4 – UI Polish**

- Animations
- Branding
- Performance tuning

## **Phase 5 – Testing & Launch**

- Load testing
  - Security testing
  - Beta release
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## **◆ MODULE 15: METRICS & MONETIZATION**

### **KPIs**

- Avg meeting duration
- AI usage rate
- Retention
- Churn
- Feedback score

### **Monetization**

- Free (40 min)
- Pro (AI features)
- Teams
- Enterprise

