**Meeting Action Plan – January 7, 2025**

**Demo Presentation**

Kick-off demo presentation with full team attendance, including project sponsors, developers, and admin.

**Key Points & Action Plan**

1. **Password Integration:**

* Implement suggested passwords and integration with third-party password managers (e.g., LastPass) during user sign-up.

1. **Premium Package Popup:**

* Delay premium package popup until consistent app usage is detected.
* Add a "Skip" button instead of a "Cancel" icon on the premium screen.

1. **Email Implementation**: Integrate the new email address: [hello@wearetheweave.co.uk](mailto:hello@wearetheweave.co.uk).
2. **Check-in Level Parameter (Sleep, Happiness, Concentrations and Energy):**

* Add a parameter (1–10) for sleep levels (refer to Figma for correct design details).
* When a user has completed the check-in for a day there should be an indication that you have completed your check-in for the day.

1. **Home screen:** Ensure daily inspiration/insight content is dynamic and changes every day (consult Figma for the correct design).
2. **Mood Journal Bug**: Fix the bug preventing mood questions from saving to the journal.
3. **Audio Feature Enhancements:**

* Update recommendation tags to align with audio content.
* Change the tags for the recommendation and each tag should speak to the audio content. Also, the user must be able to play the audio, including implementing a time bar for progress tracking.
* Transcribe audio content for accessibility.

1. **Terminology Changes:**

* The sponsor would like us to change the word meditation (TBD) but the word article on the explore screen in each of the pillar can be change to “Guide” but I will check with the design team.

1. **Daily Activity Prompts:**

* Introduce daily prompts for activities such as sophrology, sleep, happiness, and meditation to keep users engage.

1. **Email Address Change Feature:**

* Enable users to change email addresses without data loss.

1. **Journal Feature Improvements:**

* Instead of having a blank page, add prompts in the journal feature, e.g., "What are you grateful for today?" or "What positive events happened today?"

1. **Critical Feature Updates**

* Implement the following features: data privacy, feedback, and logout (non-responsive during the demo).

1. **User Behaviour Reports- Generate reports on:**

* Notification disables rates.
* Frequently enabled notifications.
* Overall user engagement.

1. **Revise the FAQ section:**

* Under the FAQ question where we have “Does using the weave replaced treatment”? At the last paragraph where we have it is a complement but does not replace “professional mental health treatment” should be replaced with “medical assistance”.

1. **Community Link Update:**

* On the join the community screen the “send an email” should be replace with this link <https://the-weave.mn.co/>

1. **Feedback Acknowledgment:**

* There should be an indication around the feedback side that indicate this is the first version users feedback will help us to know how we can improve the app better

1. **Appointment Costs:**

* As a user if you want a one-one consultation there must be an associated cost to it. Establish a cost structure for appointments with Sandrine (Sophrologist) and other practitioners.
* Free access for 1% Club members, with defined limits (to be determined by Sandrine).

**Additional Notes**

* During beta testing, solicit alternative terms for "Meditation."
* Finalize app naming: "The Weave" or "Founder Resilience."
* Sandrine will provide transcription and guides for the Explore screen to help users enhance their self-care practices.

**Conclusion**

The meeting concluded with agreement on the key strategies and next steps. The team will proceed with the implementation plan and follow up on the action items.