

MoM - Meet2 (18/1/2025):

Functionalities Expected in the Integration:

1. **Storing Notes:** Capability to store user notes securely in uExcelerate.
2. **Summarizing Notes:** Automated summarization of stored notes.
3. **AI Tool Features:**
 - Scheduling calls.
 - Creating meeting links.
 - Providing the generated links.
4. **Authentication:** Implementing Single Sign-On (SSO) to authenticate requests from Slack/MS Teams bot via token generation, avoiding random access.

Client Insights:

- The client shared the **complete project proposal document**.
- A thorough demonstration of the existing **UExcelerate website** was provided through user and coach personas.
- For **Slack/MS Teams bot**, only the **user persona** integration is required.
- APIs for integration will be made public to us later by the client.

Key Action Points:

1. **Slack Bot Development:**
 - Start with a simple bot (e.g., a basic "Hello World" API call in Node.js).
 - Build foundational integrations and prepare for future API use.
2. **MS Teams Co-Pilot Integration:**
 - Develop features such as AI-powered scheduling, meeting link generation, and AI note-taking integrated with uExcelerate.
3. **POCs:**
 - Create simple Proof of Concepts (POCs) to test and validate bot functionality and API integration.
4. **Authentication:**
 - Ensure requests from Slack/MS Teams bots are authenticated using SSO tokens.

Weekly Work Plan:

- **This Week:** Build a simple Slack bot to call basic APIs (e.g., Node.js Hello World).
- **Next Week:** Integrate the bot with functional APIs for enhanced capabilities