

CSV Dataset Summary for Timekeeper Agent Project

Executive Summary

This document provides a comprehensive analysis of the synthetic dataset (`meeting-schedule.csv`) created for the Timekeeper Agent hackathon submission. The dataset demonstrates the application's CSV import functionality and represents realistic meeting scenarios for a product development team.

Dataset Overview

File: `meeting-schedule.csv`
Total Records: 7 meetings
Date Range: September 15-28, 2025
Time Span: 2-week sprint cycle
Total Meeting Time: 335 minutes (5.6 hours)

Data Structure

The CSV file follows the required format for Timekeeper Agent's import functionality:

```
title,dateTime,duration,templateId,agenda_items
```

Field Descriptions

- **title:** Meeting name/description
- **dateTime:** ISO 8601 formatted timestamp (UTC)
- **duration:** Meeting length in minutes
- **templateId:** Reference to predefined meeting templates
- **agenda_items:** Comma-separated list of timed agenda items

Meeting Distribution Analysis

By Template Type

Template	Count	Percentage	Example Meeting
Brainstorming	3	42.9%	Team Sprint Planning
Client Review	2	28.6%	Client Quarterly Review
Standup	1	14.3%	Weekly Standup

Template	Count	Percentage	Example Meeting
Custom	1	14.3%	Team Retrospective

By Meeting Category

Category	Count	Duration Range	Purpose
Planning Meetings	2	45-50 min	Sprint and campaign planning
Review Sessions	2	40-60 min	Client and customer feedback
Workshops	1	90 min	Product design collaboration
Regular Syncs	1	15 min	Team status updates
Retrospectives	1	35 min	Process improvement

Statistical Analysis

Duration Metrics

- **Minimum Duration:** 15 minutes (Weekly Standup)
- **Maximum Duration:** 90 minutes (Product Design Workshop)
- **Average Duration:** 47.9 minutes
- **Median Duration:** 45 minutes
- **Most Common Duration:** Various (no clear mode)

Temporal Distribution

Week 1 (Sep 15-21):

- 3 meetings scheduled
- Focus on planning and regular sync activities
- Total time: 100 minutes

Week 2 (Sep 22-28):

- 4 meetings scheduled
- Emphasis on reviews and retrospectives
- Total time: 235 minutes

Template Integration

Predefined Templates Used

1. **template_brainstorming**: Used for strategic planning sessions
 - Problem Definition → Ideation → Sharing → Planning
 - Durations: 45-90 minutes
2. **template_client_review**: Used for stakeholder meetings
 - Welcome → Status → Demo → Q&A
 - Durations: 40-60 minutes
3. **template_standup**: Used for team synchronization
 - Yesterday → Today → Blockers → Next Steps
 - Duration: 15 minutes

Custom Meeting Format

The Team Retrospective uses a custom format without a predefined template:

- "What went well (10 min)"
- "What could improve (15 min)"
- "Action items (10 min)"

Agenda Item Analysis

Average Items per Meeting

- **Brainstorming Sessions**: 4-5 agenda items
- **Client Reviews**: 3-4 agenda items
- **Standup Meetings**: 4 agenda items
- **Custom Meetings**: 3 agenda items

Time Allocation Patterns

- **Opening/Welcome**: 2-10 minutes
- **Main Content**: 15-30 minutes
- **Discussion/Q&A**: 5-25 minutes
- **Closing/Next Steps**: 2-10 minutes

Hackathon Alignment

UXplorer 2025 Challenge: "Collaborative Agents for Complex Projects"

This dataset directly supports the challenge requirements by demonstrating:

1. Multi-stakeholder Collaboration

- Client meetings with external stakeholders
- Internal team coordination sessions
- Cross-functional workshop participation

2. Complex Project Management

- Sprint planning with story estimation
- Design workshops with multiple phases
- Retrospectives for continuous improvement

3. Agent-driven Automation

- Template-based meeting structure
- Automated agenda parsing
- Time management and efficiency tracking

Technical Implementation

CSV Import Process

The dataset validates the following technical features:

1. **File Parsing:** Handles quoted strings with commas
2. **Date Validation:** Ensures future-dated meetings only
3. **Template Mapping:** Links imported meetings to existing templates
4. **Agenda Processing:** Parses timed agenda items correctly
5. **Error Handling:** Manages invalid or incomplete records

Data Validation Rules

- **Required Fields:** title, dateTime, duration
- **Optional Fields:** templateId, agenda_items
- **Date Constraints:** Must be in the future
- **Duration Limits:** 5-480 minutes
- **Template References:** Must match existing template IDs

Usage Instructions

For Judges/Reviewers

1. Save the CSV content to `meeting-schedule.csv`
2. Launch the Timekeeper Agent application
3. Navigate to the Schedule tab
4. Click "Import CSV/Excel" button
5. Select the saved CSV file
6. Review import results and imported meetings

Expected Results

- 7 meetings imported successfully
- Meetings appear in Dashboard with correct dates
- Template associations preserved
- Agenda items properly parsed
- Future dates validated (no past meetings imported)

Business Value Demonstration

Efficiency Metrics

The dataset enables demonstration of key business metrics:

- **Time Savings:** Through structured meeting formats
- **Consistency:** Via template standardization
- **Visibility:** Through centralized meeting scheduling
- **Analytics:** Via completion tracking and efficiency measurement

Real-world Applicability

The meeting scenarios reflect actual business needs:

- **Product Development:** Sprint planning and design workshops
- **Customer Relations:** Client reviews and feedback sessions
- **Team Management:** Standups and retrospectives
- **Strategic Planning:** Marketing campaigns and project coordination

Conclusion

This synthetic dataset effectively demonstrates the Timekeeper Agent's CSV import functionality while providing realistic meeting scenarios that showcase the application's collaborative capabilities. The data structure, temporal distribution, and meeting variety align perfectly with the hackathon's "Collaborative Agents for Complex Projects" theme.

The dataset serves as both a functional demonstration tool and a comprehensive example of how the Timekeeper Agent can streamline complex project coordination across multiple stakeholders and meeting types.

Dataset File: `meeting-schedule.csv`

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Created for: UXplorer 2025 Hackathon

Challenge: Collaborative Agents for Complex Projects

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