Project Agenda: GenAI-Powered Transformation of Meetings and Documentation

by Dinis Cruz and ChatGPT Deep Research and Claude 3.7, 2025/04/10

Executive Summary and MVP

Modern organizations are drowning in **unproductive meetings and fragmented documentation**.

Project Agenda is a proposed internal enablement team that tackles this problem at the root.

Instead of merely transcribing meetings or generating summaries, Agenda focuses on preparation, personalized briefings, and actionable follow-ups.

By **leveraging generative AI (GenAI) with human oversight**, this team will dramatically reduce meeting overload, improve the clarity and quality of project documentation, and promote a culture of effective asynchronous decision-making.

This document outlines a comprehensive strategy for implementing Project Agenda as a lean, cost-effective MVP with a £10k budget and a small core team of 1-3 enthusiastic employees. Combining human expertise with GenAI capabilities, the **Agenda team will function as a force-multiplier for productivity across the organization**.

The proposal details how Project Agenda fundamentally differs from transcript-based AI tools like Otter.ai or Microsoft Copilot by addressing root causes rather than symptoms, implementing a human-in-the-loop service model, and reimagining workflows through a technical approach that borrows best practices from software development (Git, Markdown, CI/CD pipelines).

Through concrete examples and detailed implementation steps, this document demonstrates how Project Agenda will deliver measurable business value within weeks while setting the foundation for broader organizational transformation.

The proposal includes a "Working Backwards" vision of success, example OKRs for measuring impact, and a pragmatic roadmap for expansion beyond the initial MVP phase. With minimal investment and thoughtful execution, Project Agenda promises to not only reclaim thousands of employee hours currently lost to inefficient meetings but also to establish a more effective, documentation-driven culture that supports asynchronous decision-making and strategic focus.

Core Vision

Key benefits include freeing employees from excessive meeting time, ensuring stakeholders are aligned with concise briefings, and capturing critical project requirements (including non-functional requirements) from the start. This proposal outlines how Project Agenda works, why it's different from transcript-based AI tools, and how it will deliver measurable productivity gains and a future-proof way of working.

MVP Implementation Plan

To rapidly prove the concept and deliver value, we propose a practical and immediately actionable MVP (Minimum Viable Prototype) that is:

- **Lean and Cost-Effective**: Limited to £10k total budget for the initial 3-6 month period
- **Human-Centered**: Built around a small core team of 1-3 enthusiastic employees with GenAI expertise
- **Quickly Implementable**: Deployable within weeks, not months
- **Focused in Scope**: Serving a department of 20-100 people
- **Supported by Expertise**: Enhanced by a GenAI productivity consultant for guidance

Immediate Deliverables

Within a few weeks, the MVP will deliver:

1. **Proactive Meeting Preparation**: AI-assisted creation of meeting agendas and briefing documents that crystallize context, facts, and decisions to be made
2. **Personalized Stakeholder Briefs**: Tailored communications for different audiences (executives, technical teams, client-facing staff) derived from the same source content
3. **In-Meeting Support**: Facilitation to ensure discussions stay on track and critical requirements are captured
4. **Actionable Follow-Ups**: Clear, outcome-focused summaries with assigned tasks and timelines, integrated with existing workflows
5. **Asynchronous Alternatives**: Templates and processes to replace unnecessary meetings with effective async collaboration

Expected Impact

By integrating human expertise with generative AI capabilities, we anticipate:

- 25-30% reduction in total meeting time
- Significantly faster production of high-quality documentation
- Improved capturing of non-functional requirements early in projects
- Enhanced stakeholder alignment through personalized briefings
- Cultural shift toward more efficient async collaboration

This MVP will build internal GenAI expertise while delivering immediate productivity gains. Success will provide a blueprint for scaling the approach across the organization, ensuring we remain competitive and efficient in an AI-enabled future.

The Problem: Meeting Overload and Poor Documentation Workflows

Most organizations suffer from **too many meetings and insufficient documentation**. Meetings consume a huge portion of the workweek – research shows that executives spend nearly *23 hours per week* in meetings on average, up from less than 10 hours in the 1960s ([Stop the Meeting Madness](#)). Much of this time is unproductive, as meetings are often scheduled without clear purpose or preparation. Important context is frequently missing, leading to repeated discussions or misunderstandings. After meetings, outcomes and decisions might be poorly documented, causing confusion later. Critical details like **non-functional requirements** (security, scalability, compliance, etc.) are often forgotten in verbal discussions and not captured in writing, leading to costly rework down the line.

Efforts to improve this situation have mostly been **reactive**. Traditional fixes include note-taking or recording meetings for later reference. Recently, AI tools have emerged to transcribe and summarize meetings (e.g. Otter.ai for transcripts or Microsoft Copilot's meeting recap). **However, these transcript-based AI tools address symptoms, not the core problem**. They generate lengthy transcripts or summaries that **create extra overhead** – someone still has to read, interpret, and extract actions from them. The root causes remain unaddressed: people still spend the hour in the meeting, and if the meeting itself was avoidable or poorly structured, a transcript doesn't solve that. In short, **today's AI meeting assistants are largely *post-mortem* tools**, documenting what happened but not ensuring the meeting was necessary or effective. This often results in information overload without clarity, and decisions can still fall through the cracks if not explicitly identified. The outcome is a cycle of meetings to clarify previous meetings, and an ever-growing backlog of documents and transcripts to sift through.

Proposed Solution: The Agenda Team (GenAI-Enabled Human-in-the-Loop Squad)

Project Agenda proposes a new approach: an internal **GenAI-powered enablement team** that partners with other teams to **fundamentally improve how meetings are prepared, conducted, and followed up**. This is not a software product or a meeting plugin, but a **human-in-the-loop service** – a dedicated team of skilled professionals (e.g. technical program managers, analysts, or technical writers) equipped with generative AI tools. Their mission is to reduce workload for other departments by taking on the heavy lifting of knowledge prep and dissemination. Key aspects of the Agenda team's approach include:

- **Proactive Meeting Preparation:** Before a significant meeting or project kickoff, the Agenda team works with organizers to define the objective and gather relevant background information. They use GenAI to quickly aggregate data from project wikis, tickets, past meeting notes, and communications. From this, they **produce a concise briefing document** or agenda that crystallizes the context, facts, and decisions to be made. This preparation ensures every meeting has a clear purpose and that attendees are informed in advance, dramatically increasing meeting efficiency.

- **Personalized Briefing Creation:** The Agenda team tailors communications to different stakeholders. Using GenAI, they can generate multiple versions of a brief – for example, an executive summary for leadership, a technical deep-dive for engineers, and a client-friendly update for customer-facing teams – all derived from the same source content. This personalization means **each stakeholder gets the information they care about, in a format that suits them**, without each functional team having to rewrite the content. It drives alignment by preventing miscommunication and ensuring everyone is on the same page.

- **In-Meeting Support and Facilitation:** While the Agenda team is *not about live transcription*, they do support meetings in real-time by ensuring discussions stay on track. An Agenda team member (enabled with AI for quick reference lookup or note suggestions) can attend key meetings to **record decisions, clarify action items, and even live-generate documentation** of important points. Their presence reduces the burden on other participants to take notes, allowing them to focus on the conversation. The AI tools can provide prompts or checklists (for example, reminding to cover a non-functional requirement or to confirm next steps) which the human facilitator uses to guide the meeting toward outcomes.

- **Actionable Follow-Ups:** After the meeting, Agenda produces **clear, actionable summaries** – not just who said what, but what was decided, what the next actions are, and who is responsible. Rather than a verbatim transcript, the output is a distilled record: decisions made, tasks assigned, timelines agreed upon, and any open questions. This summary is immediately circulated (and stored in the project's documentation repo). Moreover, the team can directly integrate follow-ups into existing workflows – for instance, automatically creating Jira tickets or updating a project roadmap based on the meeting's action items. This ensures the meeting's outcomes translate into tracked work, **closing the loop** between discussion and execution.

- **Promoting Asynchronous Decision-Making:** Perhaps most importantly, Project Agenda will actively **replace unnecessary meetings with async collaboration** whenever possible. If a request for a meeting comes in but the Agenda team identifies that the goal can be achieved with a well-structured document or an email thread, they will facilitate that instead. For example, instead of a meeting to "get everyone up to speed" on a project, the Agenda team can create a brief and collect input or approvals via an online document. By demonstrating successful asynchronous

workflows (and how much time they save), Agenda fosters a culture where teams ask, "Do we really need a meeting for this, or can it be handled via an async brief?" Over time, this shifts the default mindset to fewer, better meetings.

In essence, the Agenda team functions as **a force-multiplier for productivity**. They combine the speed and scalability of AI (to gather and generate content) with human judgment and context. This ensures that output is accurate, relevant, and tailored – something pure AI tools struggle with in a complex business environment. Other departments get the benefits of GenAI without having to become AI experts themselves; they simply interact with the Agenda team as they would with a knowledgeable colleague or project coordinator.

Why Transcript-Based AI Tools Fall Short

It's worth emphasizing how **Project Agenda's approach differs fundamentally from common AI meeting tools** on the market:

- **Addressing Root Causes, Not Symptoms:** Tools like Otter.ai or Microsoft Teams' AI assistant focus on recording what already happened (transcribing conversations, producing summaries). This doesn't prevent the underlying issues that make meetings unproductive – lack of clarity, poor preparation, or the meeting being unnecessary. In fact, dumping a transcript on team members can **create more work** as they now have to parse long documents (Stop the Meeting Madness). Project Agenda flips the model: by focusing on clarity *before and during* meetings, it reduces the need for lengthy recaps. When recaps are done, they are brief and action-focused, because the meeting was structured to yield clear outcomes.

- **Reducing Information Overload:** Automated transcripts capture everything, including tangents and irrelevant details, which users must later sort through. AI summaries help condense this, but they may omit context or misinterpret points, and still require trust and verification. The Agenda team, by being involved from the start, knows what context matters. They use AI to compile information but **curate the output** – filtering out noise and highlighting critical points. The result is information delivered in digestible briefs rather than raw dumps.

- **Personalization and Contextual Understanding:** Generic AI tools treat everyone the same and often lack knowledge of company-specific context (unless extensively trained or fine-tuned). They won't automatically adjust a summary for different audiences, and they can't easily pull in external context beyond the meeting unless integrated. The Agenda team, with human oversight, can interpret the subtleties of what each stakeholder cares about. They might know that a particular executive is focused on risk mitigation, for example, and ensure the briefing emphasizes that. This level of **personalized communication is not achievable with off-the-shelf transcript bots** alone.

- **Human Judgment and Quality Control:** AI is fallible – it can hallucinate information or miss the nuance of human conversation (like sarcasm or implied decisions). Relying solely on an automated meeting summary can be risky if the stakes are high. The Agenda team provides a safety net: they verify AI-generated content and fill gaps. It's a **human-in-the-loop model**: AI handles repetitive tasks (like collating status updates or drafting a summary), while humans ensure accuracy, tone, and completeness. This combination drastically improves trust in the outputs compared to an unattended AI system.

- **No Additional Fine-Tuning Overhead:** Many AI solutions for meetings require training on the organization's data or adapting models to company jargon to be truly effective. This can be time-consuming and expensive. Project Agenda's philosophy is to avoid heavy model training. By using powerful **commodity LLMs out-of-the-box** and smart prompt engineering, the team can get useful results without a long AI development project. They leverage AI platforms that are already robust (e.g., GPT-4 or similar) and focus on how to apply them, rather than building new AI. This means quicker deployment and the flexibility to switch to better models or tools as they emerge – **future-proofing the solution**.

In summary, transcript-based AI tools are like **a band-aid on the symptoms** of meeting overload. Project Agenda is a holistic solution that **reimagines the workflow** around meetings and documentation, with AI as an enabler and humans ensuring the results meet the real needs of the organization.

Operating Model and Tools

The success of Project Agenda will rely not just on *what* the team does, but *how* they do it. The team will adopt modern tools and workflows typically used in software development and knowledge management, applying them to the realm of meetings and documentation:

- **Docs-as-Code Approach (Git & Markdown):** All Agenda-created documents (briefings, agendas, summaries, FAQs, etc.) will be maintained in a Git repository in Markdown format. Treating documentation "as code" brings version control, transparency, and collaboration to knowledge work. Every edit or update is tracked. Team members can branch and merge changes, enabling parallel work on different sections of a document and easy review of changes. This means project knowledge is always up-to-date and accessible, and any team member can see the history of decisions and edits. Using lightweight Markdown ensures documents are easy to edit and can be instantly converted to PDFs, web pages, or presentations as needed.

- **CI/CD Pipelines for Knowledge Work:** The Agenda team will configure continuous integration (CI) pipelines to automate routine tasks. For example, whenever a briefing document is updated in Git, a pipeline could automatically format it, check it for broken links or sections that need update, and then publish it to an internal knowledge portal. Another pipeline might generate a summary or table of contents using an AI agent whenever the document exceeds a certain length. By automating these steps, the team ensures consistency and frees up time to focus on content quality.

- **Commodity LLMs and GenAI Services:** As a principle, Agenda will utilize readily available Large Language Models (LLMs) via APIs or enterprise services (such as OpenAI GPT-4, Google PaLM, or open-source alternatives hosted internally). These models are extremely capable at tasks like summarization, language refinement, and Q&A. The team does not train or fine-tune these models on proprietary data; instead, they **feed context** through prompt engineering. For example, to generate a meeting briefing, an Agenda member might prompt the LLM with a template plus relevant project info (pulled from documents and tickets). This approach ensures **the solution stays model-agnostic and up-to-date** – as better models or tools emerge, the team can switch with minimal disruption. It also avoids the maintenance burden of custom AI models.

- **Security and Privacy Controls:** Because the team may handle sensitive project information, all tools and AI usage will comply with company security policies. If using external AI APIs, data will be scrubbed of confidential details or run through an on-premise instance if available. The use of Git for docs also means access control can be managed (who can view or contribute to certain project briefs) and nothing is hidden in personal notebooks or lost in email – it's a central, secure repository. This model actually **enhances knowledge security** by preventing single points of failure (e.g., one person hoarding critical info in a private doc).

- **Integration with Existing Platforms:** Project Agenda is not a separate silo; it will integrate with tools employees already use. For instance, if the company uses Slack or Teams, the Agenda team can set up a channel for requests where anyone can ask for help with a briefing or ask a question about a project doc. Meeting invites could include links to Agenda-prepared materials, and calendar systems can be used to trigger Agenda workflows (e.g., automatically engage the Agenda team for any meeting over 10 attendees or longer than 1 hour, as a governance rule). By fitting into current workflows, adoption of Agenda's services will be natural and convenient.

This operating model ensures that Project Agenda is **scalable, efficient, and tech-forward**. It borrows the best practices from software development and AI operations to supercharge the traditionally mundane task of taking notes and writing documents. The combination of these tools with the human expertise of the Agenda team creates a system that continuously learns and improves how information flows through the organization.

Key Benefits and Expected Impact

Implementing Project Agenda is expected to yield significant benefits for the organization, both quantitatively and qualitatively:

- **Reduced Meeting Load and Cost:** By eliminating unnecessary meetings and streamlining those that are held, employees will regain a substantial amount of time. For example, if Agenda enables even a 20% reduction in weekly meeting hours for a department, that time can be redirected to deep work on strategic tasks. Fewer meetings also mean lower opportunity cost – less context switching and fatigue for staff. In financial terms, the company saves money: every hour not spent in a large meeting (10 people @ $50/hour each) saves $500 of productive value. Over a year, this can translate into hundreds of thousands of dollars saved in large organizations. The reduction in meetings also cuts down on associated overhead (booking rooms, managing invites, etc.).

- **Improved Clarity and Decision Quality:** With Agenda's briefings and documentation, **every meeting that does occur starts with clarity** – objectives and background are known to all. This leads to more focused discussions and higher-quality decisions. The actionable follow-up summaries mean decisions don't evaporate after the meeting; they are recorded and owned. Teams can make decisions faster, and with greater confidence, because they have the right information at hand. Miscommunication is minimized, which means fewer errors and rework due to "we thought you meant X, not Y" situations.

- **Personalized Information, Less Noise:** Stakeholders receive information tailored to their needs, so they can consume it quickly without wading through irrelevant details. An executive might get a one-page highlight report, whereas a developer gets a technical change log. This personalization increases satisfaction – people feel informed but not overwhelmed. It also builds credibility for the Agenda team's outputs: stakeholders trust that when they receive an Agenda brief, it's worth their attention. This trust can improve cross-functional alignment, as every group feels their perspective is acknowledged in the documentation.

- **Better Documentation and Knowledge Retention:** Over time, the accumulation of Agenda's work becomes a rich knowledge base for the company. Project decisions, rationale, and requirements (including non-functional ones) are documented in a consistent, searchable manner. New employees or teams can onboard to a project by reading the briefings history instead of scheduling catch-up meetings. Months later, if someone asks "why did we choose this approach?", the answer is in the written record. This **organizational memory** reduces the risk of repeating past mistakes or losing context when individuals leave the company. It also supports compliance and audit needs, since key decisions and requirements are logged.

- **Empowered Teams and a Culture of Autonomy:** By demonstrating the effectiveness of async communication, Project Agenda **empowers teams to work more autonomously**. Engineers and designers can focus on their craft, knowing that the tedious parts of documentation and meeting admin are handled. Managers and product owners get better insights with less chasing. This fosters a culture where writing and clarity are valued – much like Amazon's culture of narrative memos. As unnecessary meetings diminish, employees gain more uninterrupted time for creative and deep work, boosting overall productivity and job satisfaction. In essence, Agenda helps the company shift toward a more **results-oriented work style**, rather than a meeting-driven one.

- **High-Leverage Use of AI with Low Risk:** The Agenda team allows the organization to harness GenAI in a controlled, high-impact way. Instead of every team individually experimenting with AI tools (with mixed results and potential security issues), Agenda centralizes the expertise. The human-in-loop model means AI is used where it adds value and checked where it could fail. This delivers AI's benefits (speed, scale, language generation) without the common pitfalls (hallucinations, lack of context). It's a showcase of how AI can transform internal processes, providing a template that could be extended to other enablement areas in the future (like an AI-enabled HR helpdesk or finance reporting assistant). Moreover, because no custom model training is done, the approach remains **adaptable and future-proof** – as new AI capabilities emerge, the Agenda team can incorporate them quickly.

Working Backwards: Vision of the Future (Press Release & FAQ)

The following section is crafted in the spirit of Amazon's "Working Backwards" methodology – envisioning the end-state success of Project Agenda in a press release format, accompanied by key FAQs, to clarify the intended impact and address anticipated questions.

Press Release (Internal Draft, 2026) – *[Company Name]* today announced that its innovative internal task force, **Project Agenda**, has fundamentally transformed the company's meeting culture and productivity. One year since its pilot, Agenda has helped teams **reduce total meeting time by 30%** on average, saving thousands of employee hours and an estimated $2M in productivity costs. Dozens of decisions that would have required large meetings were instead made asynchronously through Agenda-facilitated briefs and discussions. **Employee satisfaction with meetings and project clarity has reached an all-time high**, according to internal surveys. "Project Agenda has changed the way we work," said [Executive Name], SVP of Operations. "Important discussions are more efficient, and in many cases we've avoided meetings altogether because the prep documents were so clear that everyone was aligned from the start. It's like having an AI-augmented chief of staff for every team." The Agenda team, composed of 5 full-time employees armed with the latest generative AI tools, has produced over 1000 personalized briefings and decision documents in the past year.

This internal initiative underscores [Company Name]'s commitment to innovative, high-leverage solutions that empower employees to focus on what matters most. Building on its success, Project Agenda's practices of **"working backwards" from desired outcomes, rigorous documentation, and AI-assisted communication** will be rolled out to all departments globally next quarter.

FAQs (Frequently Asked Questions)

- **Q: What exactly does the Agenda team do that our existing tools or employees don't?**
  A: The Agenda team acts as an internal service that takes on the labor of preparing for meetings, documenting discussions, and creating clarity. While employees used to spend hours compiling updates or writing meeting notes, now Agenda does it for them using GenAI and expert knowledge. Unlike basic note-taking tools, Agenda doesn't just transcribe – it actively curates information *before, during, and after* meetings to ensure everyone is informed and aligned. It's like having a specialized support team that makes sure all the "homework" around meetings and decisions is done brilliantly, so teams can focus on execution.

- **Q: How is Project Agenda different from using something like Microsoft Copilot or Otter.ai in meetings?**
  A: Traditional AI meeting tools are passive – they sit in the background of a meeting and generate transcripts or summaries. Project Agenda is **proactive and people-driven**. The team engages before a meeting happens, often reducing the need for the meeting in the first place. If a meeting does occur, Agenda ensures that it's brief and purposeful by providing an agenda and required reading in advance. Afterward, instead of a raw transcript, Agenda delivers a polished summary with clear action items. The human-in-the-loop element means errors or irrelevant info are filtered out. In short, Copilot might give you notes *after* a meeting; Agenda gives you a plan *before* and a concrete outcome *after*. It addresses the whole lifecycle of how work gets done, not just the meeting minutes.

- **Q: Who will use the outputs of Project Agenda? Is this for everyone or only leadership?**
  A: Project Agenda is an enablement function for *all* parts of the organization. Any team or department that spends time in meetings or needs to produce project documents can leverage Agenda. In practice, product managers, engineering teams, marketing, sales, and executives are all stakeholders. For example, an engineering team might use Agenda to document architecture decisions and avoid endless status meetings, while the sales team might request an Agenda-prepared brief on product updates to share with a client instead of a call. Initially, we are targeting the most meeting-heavy and documentation-heavy areas (product development and cross-functional project teams), but the intention is to scale it company-wide. Everyone benefits from less busywork and more clarity.

- **Q: Do we need to invest in new AI models or proprietary software for this?**
  A: No. One of the strengths of Project Agenda is that it **leverages commodity AI technologies and existing tools**. The team will use established platforms (like OpenAI's GPT or similar large language models) through secure APIs, along with standard collaboration tools (like our internal Git service for version control, and Markdown for docs). We are not developing new AI models, which keeps costs and complexity low. We're essentially standing on the shoulders of tech giants – using their best AI and integrating it smartly into our workflows. This also means the solution stays current with minimal effort; as AI services improve, the Agenda team can immediately take advantage of upgrades or switch providers if needed. It's a future-proof approach by design.

- **Q: How will Project Agenda measure success? What are the key metrics or OKRs?**
  A: The success of Agenda will be measured through clear **Objectives and Key Results (OKRs)** focused on productivity and impact (see the next section for example OKRs). In brief, we'll be looking at metrics like reduction in meeting hours, number of meetings prevented (replaced by async briefs), time saved in creating documentation, and improvements in stakeholder satisfaction scores. For instance, one key result is "Reduce total meeting time in participating teams by 25% in H2 2025." Another is "Achieve a 90% positive feedback rating on the usefulness of Agenda briefs and summaries." We will also track adoption of best practices (e.g., how many projects have adopted the Working Backwards document process). These metrics ensure that Agenda is not just a feel-good initiative but is delivering tangible improvements in how we work.

- **Q: Is there a risk that this makes our people overly reliant on a small team or the AI?**
  A: Project Agenda is designed to enable and **upskill the broader organization's practices**, not create a bottleneck. In the MVP phase, the Agenda team will handle most of the heavy lifting to demonstrate value. Over time, they will also disseminate templates, guidelines, and maybe even self-service AI tools so teams can do some of this on their own. The idea is to seed the culture change and provide immediate support, while also teaching by example. If we do it right, in the long term every employee will adopt some of Agenda's habits (like writing a one-page brief for a decision) even without the team's direct involvement. In that sense, Agenda is a catalyst for change. And because all knowledge is stored in common repositories, there's no single point of failure – if an Agenda member is out or transitions, their work is documented and visible. The AI itself is used in a supportive capacity, with humans always in control, so we maintain high quality and relevance at all times.

- **Q: What about confidentiality of our discussions? Is sending data to an AI safe?**
  A: We take confidentiality seriously. The Agenda team will follow strict guidelines on what data can be shared with external AI services. Sensitive or high-confidential materials can be processed with offline or on-premise AI models to ensure nothing leaves our environment. Additionally, all outputs will be reviewed by the human team members to avoid any inadvertent inclusion of sensitive details. In many cases, the AI is used on

summarized or pre-processed data rather than raw meeting content. For example, an Agenda member might abstract the key points and ask the AI to draft a narrative, rather than feeding a full confidential report into the AI. By combining prudent practices with oversight, we ensure that we get the benefits of GenAI **without exposing the company to risk**.

Example Objectives and Key Results (OKRs)

To guide the implementation and measure the impact of Project Agenda, here are example OKRs for the first year of the initiative:

- **Objective 1: Reduce time spent in meetings and related overhead.**

- *KR 1.1:* **Meeting hours reduced by 25%** in teams supported by Agenda (e.g. from 40 hours to 30 hours per week in total across team members) within the first 6 months.

- *KR 1.2:* **At least 10 major meetings replaced by async briefs** in the first quarter of operation (demonstrating concrete meeting avoidance).

- *KR 1.3:* Save **$500,000 in projected meeting costs** (based on employee time value calculations) in year one due to shorter or fewer meetings.

- **Objective 2: Improve the quality and effectiveness of briefs and documentation.**

- *KR 2.1:* Achieve an **average stakeholder rating of 9/10** on the clarity and usefulness of Agenda-produced briefs and summaries (measured via post-brief surveys).

- *KR 2.2:* Ensure **100% of engaged projects have key decisions and non-functional requirements documented** in the repository. (Baseline: many projects currently have zero documented NFRs or decision logs.)

- *KR 2.3:* Reduce the number of follow-up clarification meetings by **50%** (i.e., fewer meetings that are just to re-explain or clarify previous discussions, because initial documentation is clearer).

- **Objective 3: Foster a culture of effective asynchronous decision-making.**

- *KR 3.1:* By Q4, **80% of new project initiatives use a "Working Backwards" document (press release + FAQ)** to kick off, in lieu of a traditional kickoff meeting.

- *KR 3.2:* Train **100 employees** (across departments) in the working backwards and async briefing approach through workshops or one-on-one coaching, creating champions for the new way of working.

- *KR 3.3:* **At least 50 important decisions made via async workflows** (e.g. a decision log updated without a meeting, after discussion on a written proposal) within the first year, as tracked by Agenda's records.

- **Objective 4: Improve stakeholder satisfaction and project alignment.**

- *KR 4.1:* Increase the **Stakeholder Satisfaction Score** for "communication and clarity" on projects from a baseline (e.g. 7/10) to **9/10** after Agenda's involvement (measured via periodic stakeholder polls).

- *KR 4.2:* Decrease project delays caused by miscommunication or missing information by **30%** (tracking incidents where a project milestone slips due to "unforeseen requirements" or misunderstandings, which should drop as Agenda improves documentation).

- *KR 4.3:* Attain **widespread adoption (over 75% of target departments)** of Project Agenda's services by end of Year 1, indicated by the number of teams regularly requesting briefs or meeting support from Agenda.

These OKRs are illustrative and will be refined by the Agenda team upon kickoff. They demonstrate a focus on concrete productivity gains (time and cost savings), quality improvements (better documents, decisions, satisfaction), and cultural change (adoption of new practices). Hitting these targets will validate the effectiveness of Project Agenda and build momentum for expanding the service.

Example of MVP Practical Implementation Steps

The MVP implementation will be both pragmatic and ambitious:

1. **Initial Setup (Weeks 1-2)**:
   - Assemble core team of 1-3 enthusiastic employees (allocated ~20% time)
   - Engage external GenAI consultant within budget constraints
   - Select specific AI tools and platforms for meeting assistance, document generation, and communication enhancement

2. **Quick Launch (Weeks 3-5)**:

   - Configure and deploy selected AI tools with minimal customization

   - Deliver training to pilot department (20-100 users)

   - Establish feedback mechanisms and baseline metrics

3. **Iteration and Refinement (Months 2-3)**:

   - Gather usage data and user feedback

   - Refine prompts and workflows based on real-world usage

   - Document emerging best practices

4. **Evaluation and Expansion Planning (Months 4-6)**:

   - Measure against established OKRs

   - Document ROI (targeting 2x+ return on £10k investment)

   - Develop playbook for broader implementation

Conclusion

This structured plan lays out how to rapidly stand up a GenAI-Powered Productivity Team MVP and use it as a springboard for broader transformation. By focusing on a few high-impact areas (meetings, documents, communication), using a lean team and existing AI technologies, and following a clear implementation roadmap, we can achieve significant productivity wins within mere weeks and gather invaluable experience with generative AI in practice.

The plan emphasizes not just the technical deployment of AI tools, but also the human factors – training, acceptance, and iterative improvement – to ensure the new workflows truly stick and deliver value.

With executive support and this modest investment (within £10k), this initiative is both low-risk and high-reward. The executive summary highlights the concrete deliverables and benefits to set expectations at the outset.

The detailed approach and Working Backwards methodology align everyone on the "why" and "what" while the implementation plan maps the journey step by step.

In today's fast-moving environment, harnessing tools like generative AI with human expertise can be a game-changer. This project ensures our organization does not fall behind. Instead, we take a proactive, pragmatic approach to integrate AI into our daily operations, driving efficiency and freeing our talented people to focus on creative, strategic endeavors.

The risks of inaction are clear – lost productivity, competitive disadvantage, and potential talent drain. Conversely, by acting now with this MVP, we position ourselves to learn, adapt, and lead in the AI-driven future of work.

The next steps are clear: approve this plan, assemble the core team, and kick off Phase 1. In a few short weeks, we'll begin to see the impact. In a few months, we'll have measurable results and a template for expansion.

With careful execution, Project Agenda will become a showcase of innovation, demonstrating how a small, focused effort can catalyze a much larger digital transformation.