

Release Plan

Product Name: HuddleAI

Release Name: MVP Transcription Flow

Release Date: May 2025

Revision Number & Date: Rev 1 - 5/8/25

High-Level Goals

- Enable users to upload meeting recordings (audio/video) for processing
- Support basic end-to-end transcription using an integrated speech-to-text (STT) engine
- Ensure raw transcript output is accessible in both JSON and plain text
- Establish infrastructure for future diarization, summarization, and Slack integration

User Stories Defining the Scope of the Release

Sprint 1: Upload + Transcription Infrastructure

Goal: Build the core system to allow file upload and generate raw transcripts.

- [High] As a user, I want to upload a meeting recording so HuddleAI can process it.
- [High] As a user, I want to see a raw transcript of the uploaded file so I can verify accuracy.
- [Medium] As a developer, I want to run the pipeline on test files to confirm system stability.

Sprint 2: Diarization + Slack Integration

Goal: Enable identification of different speakers and send transcripts to Slack.

- [High] As a user, I want HuddleAI to detect different speakers in a transcript so I can follow conversations more easily.
- [Medium] As a user, I want to receive a transcript summary directly in a Slack channel.
- [Medium] As a developer, I want a fallback for diarization failure so the pipeline doesn't break.

Sprint 3 - Transcript Summarization + User Settings

Goal: Add NLP summarization and optional customization for users.

- [High] As a user, I want a summary of my meeting transcript so I don't have to read the whole thing.
- [Medium] As a user, I want to configure the output format (summary only, full transcript, or both).
- [Medium] As a developer, I want analytics on how often each mode is used to optimize defaults.

Sprint 4 – Final Polish, Export, and Deployment

Goal: Improve usability, support transcript export, and prepare for project presentation/demo.

- [High] As a user, I want to download my transcript in multiple formats (TXT, DOCX, JSON).
- [Medium] As a developer, I want to improve error handling and display messages clearly to the user.
- [Medium] As a user, I want a clean and responsive UI so it's easy to upload and view transcripts.
- [Medium] As a team, we want to deploy the web app and ensure it's demo-ready.
- [Low] As a user, I want to view past uploads so I can re-access previous transcripts.

Sanity Check

- Load must be adjusted to account for change in schedules/timing
 - Sprints must be modified accordingly, cut unnecessary features without sacrificing core functionality
- Work distribution across sprints is balanced

Product Backlog

The following stories were discussed but deferred for future releases:

- As a user, I want to search past transcripts by keyword.
- As a user, I want to upload multiple files in bulk.
- As a project manager, I want to view summaries across projects or teams over time.
- As a user, I want meeting titles and participant names to be auto-extracted.