

Sprint 3 Report

Product Name: HuddleAI

Team Name: Team HuddleAI

Date: May 20, 2025

Actions to Stop Doing

- **Stop assuming that the OpenAI API calls will be fast.** We experienced several timeouts and rate limiting issues that delayed our summarization implementation because we just assumed that OpenAI is a renowned company and since GPT works so efficiently, the calls will be fast. We needed to build up proper error handling from the start.
 - **Stop developing the frontend settings UI in isolation from the backend API.** We had mismatches between what the frontend settings expected and what the backend could actually provide for output customization. So for this we had to force a meeting to address this and work together.
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Actions to Start Doing

- **Start implementing comprehensive error handling for all external API calls.** We already made this mistake with the OpenAI integration that taught us that external services can fail unexpectedly, and we need robust fallback mechanisms.
 - **Start load testing earlier in the sprint.** The summarization feature worked well for single files but had performance issues when multiple users were processing files simultaneously.
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Actions to Keep Doing

- **Keep using Jira to break stories into clear, granular tasks.** It helped distribute work evenly and track accountability.
- **Keep assigning clear ownership for integration tasks.** Having Andre own the diarization backend integration while Pranav handled the research prevented conflicts and duplicate work.

- **Keep the regular Monday/Wednesday/Friday communication.** These worked well to keep everyone updated and accountable, especially with TA support on Wednesdays.
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Work Completed / Not Completed

Completed User Stories:

- *As a user, I want a summary of my meeting transcript so I don't have to read the whole thing.*
- *As a user, I want to receive a transcript summary directly in a Slack channel.*
- *As a developer, I want robust error handling for OpenAI's API calls so the system remains stable.*

Incomplete User Stories:

We implemented basic summarization in a standard format but did not complete advanced options like custom summary length, topic focus areas, or different summary styles

Work Completion Rate

Total number of user stories completed during the prior sprint: **3**

Total number of estimated ideal work hours completed during the prior sprint: **18 hours from the 18 planned**

Total number of days during the prior sprint : **7 days**

User stories/day for Sprint 3: **0.4285 user stories/day**

Ideal work hours/day for Sprint3: **2.57 hours/day**

Average user stories/day across Sprints 1-3: **0.4285 user stories/day**

Average ideal work hours/day across Sprints 1-3: **2.3809 hours/day**
