# Sarah’s 1:1 Dashboard — Design Summary and Insights Report

## 1. Objective

The goal of this project was to help Comchord’s manager Sarah gain structured visibility into their 1:1 discussion. The dashboard transforms unstructured meeting transcripts into actionable insights, highlighting key themes, team focus areas, and upcoming priorities that require follow-up.

## 2. Dashboard Design Choices

Each transcript was segmented into discussion topics identified by Sarah’s transitions (e.g., 'let’s talk about…'). Each topic was tagged with its category, sentiment, action, and due date. A calculated status field automatically categorizes actions as On Track, Due Soon, Overdue, or No Due.

The dashboard, built with Streamlit, includes KPI Metrics, Auto Insights, Action Tracker, Risk Items Expander, and Conversation Explorer modules. These enable both high-level summaries and contextual drill-downs. Colors and visual encodings (green = positive, yellow = mixed, red = overdue) were chosen to support intuitive interpretation.

## 3. Key Insights

• Project discussions dominate (~30%), reflecting an execution-heavy focus.  
• Overall tone is 68% positive; mixed sentiment appears in planning and risk discussions.  
• Alex shows balance between Project and Planning (64% positive), while Javier emphasizes Process (71% positive).  
• 25 items are time-sensitive (24 overdue), mainly tied to automation and sprint work.  
• Wins cluster in People & Growth categories, indicating success in team development.

## 4. Difficulties Encountered

Topic segmentation was ambiguous at times; some action items lacked explicit due dates. Sentiment labeling required nuanced interpretation since managerial tone often mixed praise and feedback. Conversation length varied, so normalization was essential to balance representation.

## 5. Future Areas of Exploration

With more time, future improvements could include:  
• Automated topic clustering via BERTopic or KeyBERT.  
• Sentiment analysis.  
• Longitudinal tracking of overdue and mixed-sentiment trends.  
• A composite Team Health Index integrating sentiment and delivery metrics.

## 6. Conclusion

The dashboard converts qualitative dialogue into measurable insights. It enables Sarah to monitor project progress, identify risks early, and balance performance with people development. With automation and time-series expansion, this framework can evolve into a scalable people analytics solution.