ROUND ONE TASK: Designing an Automated Action-Item Deployment System

Workflow Automation & Systems Thinking Assignment

In modern organizations, virtual meetings are a key part of daily operations.
During these meetings:

- Decisions are made
- Tasks are discussed
- Action items are identified

Many teams today use AI-powered meeting transcription tools that automatically generate:

- Meeting transcripts
- Summaries
- Actionable items

However, execution does not automatically follow discussion.

This assignment focuses on designing a generic, scalable automation system that ensures action items move directly from meetings into execution workflows, without relying on manual coordination.

Problem Statement

After a meeting ends:

- Action items already exist
- But they still need to be:
    - Categorized
    - Routed
    - Tracked

In most setups, this step depends on human alignment:

- Someone decides which department owns the task
- Someone manually creates or assigns the task
- Someone follows up if things slip

As organizations scale, this approach becomes:

- Slow
- Error-prone
- Dependent on individuals
- Difficult to standardize

The challenge

Design a system where:

Meeting action items are automatically converted into structured tasks and deployed to the appropriate Zoho Sprints Kanban Board — without any human intervention.

Objective of This Assignment

Your objective is to design an intelligent automation workflow that:

1. Receives action items generated after a virtual meeting
2. Structures those action items for execution
3. Automatically routes them to the correct Zoho Sprints Kanban Board
4. Ensures tasks are ready for ownership and execution immediately

This is a thinking and design exercise, not a coding test.

Assumptions (For Scope Control)

To keep the problem focused, assume:

- Meetings are conducted on Google Meet
- An AI tool (e.g., Fireflies or equivalent) already generates:
    - Actionable items
    - Summaries
- A Kanban-based project management system is used:
    - Zoho Sprints Kanban Boards

Departments in Scope

For this task, assume only three departments:

1. Design
2. Procurement
3. Production

Your system should clearly show how action items are routed to the Zoho Sprints Kanban Board of one of these departments.

Automation Tools

You may design your workflow using:

- Zapier
- Make.com
- n8n
- Any other automation/orchestration tool

Tool choice is not the evaluation criteria.
System intelligence, clarity, and robustness are.

What Your Solution Should Demonstrate

1. End-to-End Workflow

Explain clearly:

- What happens immediately after the meeting ends
- How action items are picked up by automation
- How they are processed and structured
- How they finally appear in the appropriate Zoho Sprints Kanban Board (Backlog stage)

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2. Task Structuring

Explain how your system ensures each task is execution-ready, including:

- Clear task title
- Contextual description
- Reference to the meeting or transcript
- Any metadata needed for tracking

The goal is to avoid raw or ambiguous task entries.

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3. Department Routing Logic

Explain how your system decides whether an action item belongs to:

- Design
- Procurement
- Production

This could be based on:

- Keywords
- Context analysis
- Rule-based logic
- AI classification
- Hybrid approaches

Your explanation should focus on logic, not buzzwords.

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4. Zero Human Intervention (Critical Requirement)

A key requirement of this task:

- No person manually assigns tasks to departments
- No coordinator aligns responsibilities

Instead:

- Tasks are automatically deployed to the relevant Zoho Sprints Kanban Board

- The Zoho Sprints Kanban Board owner decides how work is distributed within the team

This separation is intentional and must be clearly explained.

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5. Handling Edge Cases (High Importance)

Candidates who address more real-world scenarios will be evaluated more favorably.

Explain how your system handles:

- Action items with no clear department
- Missing deadlines
- Tasks involving multiple departments
- Meetings with no actionable items
- Discussion points that should not become tasks

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6. Smartness, Scalability & Reliability

Beyond "making it work," explain:

- How your system behaves as meeting volume increases
- What might break first
- How reliability can be improved
- How automation logic can be made more resilient over time

Why This Assignment Exists

This task is designed to evaluate:

- How you think about workflows
- How you remove dependency on individuals
- How you design systems that scale
- How intelligently you anticipate real-world ambiguity

Candidates who:

- Think deeply
- Cover edge cases
- Design robust, adaptable workflows

will naturally stand out.

What to Expect in the Interview

During the interview, you will:

- Present your proposed solution
- Walk through your automation logic
- Explain trade-offs and decisions
- Discuss how your system improves execution without human alignment

There is no single correct solution.

What matters most is:

How smart, resilient, and human-independent your automation design is.