Meeting Notes

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1 Meeting with client

1.1 General

We were given a short demonstration of the app's current functionality. It is a React app with a Python backend (Django) that has a limited Dashboard, along with tables of meetings and tasks. We will supposedly have a repo we can clone by the end of the day today. The client, Brian, is a pastor who would like to use the app himself but is also planning on encouraging others to use it, specifically other pastors. Brian believes that meetings should be goal-oriented: instead of being an unorganized, directionless chat or casual meetup, meetings should be organized around action points, specific tasks that must be completed. As such, the meeting app should be an organizational tool for use by a *meeting leader* (supervisor, manager, etc., i.e. the person setting up the meeting). It is *not* an app that would be used by meeting participants (though there is talk of some communication between meeting participants and the backend by way of email - see below).

1.2 UI edits

While the client says he is comfortable with customizing some aspects of the UI and mostly wants us to add functionality, there are a few UI edits he requested. Specifically, the meeting schedule and list of tasks are currently laid out in tables, but he would rather see cards for each item (meeting or task). The emphasis here is on displaying *more* information about *fewer* meetings/tasks. The user should be able to click on a card to edit the information it displays.

1.3 OCR

The client would like to be able to create a new meeting or task from a scanned image of a notebook page. He says he has a uniform way of laying out these pages, and I asked that he send us a couple sample pages for reference.

1.4 Email functionality

The client requested some features that involve communication between the meeting organizer and participants. The client assured us that email was sufficient for all of this commmunication. The participants of upcoming meetings should receive emails informing them of their inclusion as a participant, as well as any relevant information about the meeting. The client also mentioned that it would be convenient to have automated emails follow-up with meeting participants about tasks they were delegated in previous meetings. For example, a participant who was delegated some task could get emails at set intervals leading up to the time a task should be completed. Furthermore, the client would like the participant to be able to indicate by email that a task as been completed, and would like this to be communicated to the app, which would then change the status of that task to reflect its completion.

2 Meeting between Aravind and myself

After meeting with the client, Aravind and I talked for ten minutes or so to make sure we had the same understanding of requirements. We discussed all of the above (UI edits, OCR, and Email functionality). In particular, we considered the OCR aspect. My initial thoughts are 1) there is no expectation of us integrating the image-scanning into the software (i.e., the user can just use an app like Genius Scan or their phone's camera app itself); 2) we should not plan on doing any handwriting-to-text machine learning ourselves - this has been done, and I'm sure we can simply use an existing API; 3) the app should therefore take an image, carve it up into sections based on the user's preferences, send each section to an external API to do the actual OCR, process that data as necessary, then use this processed data to create a new meeting and/or new tasks.