MeedianAI-Flow for CRC

Streamline how your team works: a role-aware web app for planning, execution, attendance, collaboration, and approvals. Use your team at its best, every day.

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Visit: https://meedian-ai-flow-v2.vercel.app

Coordination Drag Slows work Progress

Organisations/teams face constant coordination overhead: scattered tasks across chats and spreadsheets, unclear ownership, delayed approvals, and limited visibility for principal investigators.

These friction points compound over time, creating bottlenecks that slow down critical activities— such as from experiments to publications in any research institute or the entire working of the institution itself.

Structural Barriers

Resource Misallocation

Process Fragmentation

Visible Delays
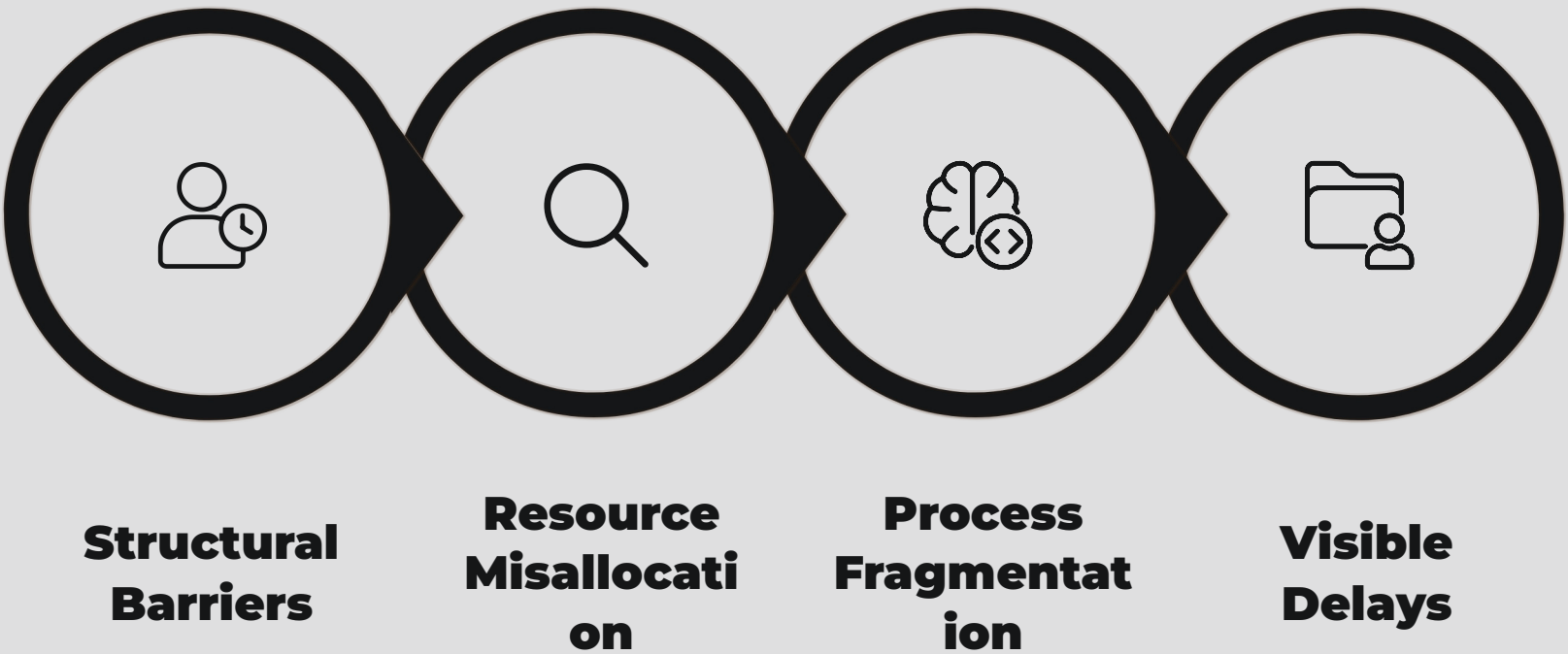
One Workspace, Complete Alignment

MeedianAI-Flow centralises task ownership, quick huddles, attendance tracking, meetings, and approvals in a single web-based platform. With review-first automations—notes to tasks, meeting summaries to actions, and gentle nudges—your teams gain clarity without spreadsheet sprawl.

Centralised View

One page for plans, owners, and due dates

Clear Ownership

Every task has Doers and Observers

Built-in Accountability

Day close requires supervisor approval

What CRC Will Achieve

Alignment & Visibility

One unified page eliminates hunting across chats and files. Principal investigators gain a Team Tasks command view to see all supervised work, nudge progress, and unblock issues in real time.

Faster Progress

Fewer overdue tasks mean quicker turnarounds. Streamlined review and sign-off processes accelerate research milestones—from experiment completion to paper submission.

Accountability & History

Day close rituals with supervisor approval create a clean audit trail. Every action is logged, making compliance checks and progress reviews straightforward and transparent.

Light Automation + AI Path

The pilot includes notes-to-tasks conversion, meeting summaries to actions, weekly digests, and gentle nudges. Advanced AI features will be developed after the pilot, ensuring safe, human-approved rollouts.
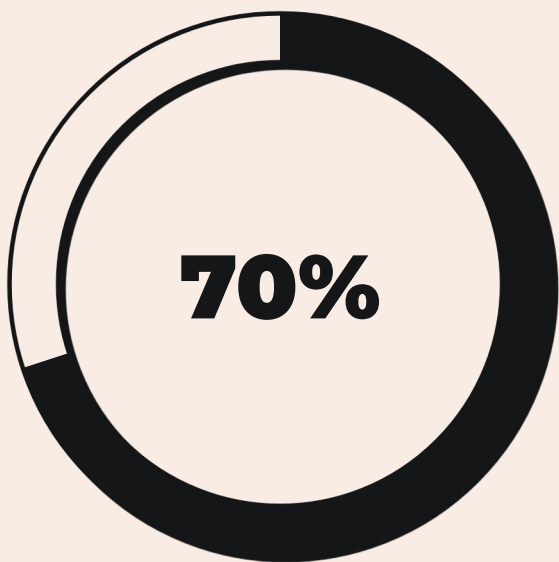
Pilot Objectives: Clear Targets

We'll measure success through concrete metrics over eight weeks, ensuring the platform delivers tangible improvements to daily research operations.

90%
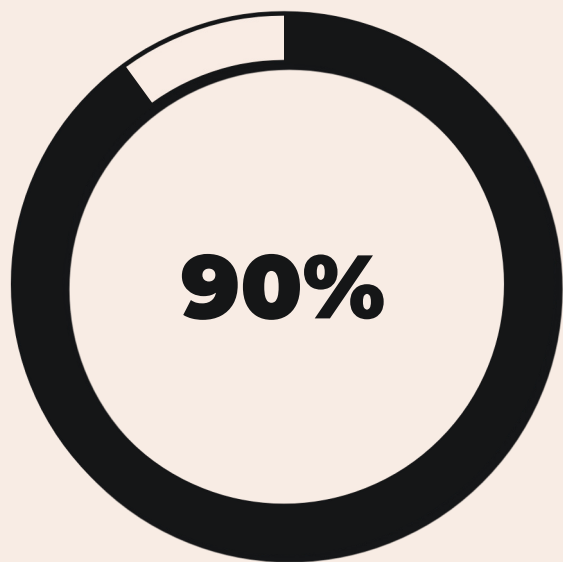
Daily Engagement

Pilot users open and close their day for two consecutive weeks

70%

Task Health

Tasks updated before due dates; overdue count decreases weekly

100%

QR Attendance

All seminars and labs use QR capture with wrap-up within 48 hours

Principal investigators will use Team Tasks as their daily command view, with at least one ticket or escalation resolved in-app per team. Automation features—notes to tasks and meeting summaries to actions—will be used in at least two meetings, with weekly digests sent consistently for three weeks.

How Research Teams Use MeedianAI- Flow

01

Research & Publications

Track projects from experiment through draft, internal review, to submission. PIs serve as Observers, verifying items in the In Verification stage. Clean task histories support rebuttals and compliance.

02

Seminars & Events

Automated reminders ensure attendance. QR codes capture participation on the day. Summaries and certificates are generated within 48 hours, eliminating administrative lag.

03

Lab & Equipment Management

Book labs and assets to avoid scheduling conflicts. Check-in and check-out processes log usage. Incidents tied to bookings create accountability. Export monthly usage reports effortlessly.

04

Student Supervision

Conduct weekly 10-minute huddles in Work Together rooms. Convert meeting notes into actionable tasks for readings, experiments, and drafts. Track milestones from proposal through to viva.

The Daily Rhythm
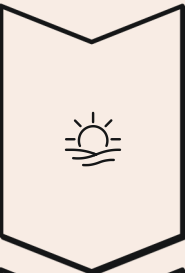
Open Day

Confirm presence using QR code if required. Set intentions and review Today's Basket—your prioritised task list for the day ahead.

Execute Work

Set your MRN (Me Right Now) so others know your current focus. Use Work Together rooms for quick huddles with screen sharing and collaborative notes when needed.

Close My Day

Tick required duties, update task progress, add a short reflection or file, and submit to your immediate supervisor for approval. Escalations must be resolved before closing.

Open Day → **Set Intentions** → **Execute Work** → **Collaborate** → **Close My Day**

📝 **Built-in Guardrails:** Escalations block day close until issues are resolved. Only your immediate supervisor can approve your day close and leave requests. Admin policy toggles apply instantly across all users.

Eight-Week Implementation Plan

Weeks 1–2: Foundation

Add CRC branding (logo, colours). Import users with supervisor relationships. Set up programmes, teams, and working hours. Choose policy toggles and dry-run Open/Close Day with a small group.

Weeks 5–6: Pilot Go-Live

Launch with selected groups (Cybersecurity + Seminars Office). Deliver role-based training: PIs/Admins (45–60 min), Members/Students (30 min). Enable weekly digests and gentle nudges.

1 **2** **3** **4**

Weeks 3–4: First Live Cycles

Enable Team Tasks view for PIs. Seed real project tasks and teach Today's Basket usage. Run one live seminar with QR attendance. Trial notes-to-tasks in a huddle and gather feedback.

Weeks 7–8: Prove & Lock

Confirm adherence, attendance, and throughput reports. Test WhatsApp notifications on opt-in list. Fine-tune toggles and roles. Agree rollout plan and future dates.

Governance, Privacy & Risk Management

Approval Workflows

Supervisors must approve all day close submissions and leave requests, ensuring accountability at every level.

Escalation Controls

Escalations automatically block day close until issues are cleared, preventing problems from being swept under the rug.

Human-First Automation

All automation suggestions require human review and approval before sending. Every outbound message is logged for transparency and audit trails.

Risk Mitigation Strategies

- **Adoption dip:** 10-minute daily huddles and one-page quick guides

- **Message overload:** Manager-approved templates; gradual rollout to small groups

- **Policy confusion:** Visible rules in Close My Day interface; real-time toggle adjustments during pilot

Made with GAMMA

Ready to Transform CRC's Daily Operations?

MeedianAI-Flow aim to deliver the alignment, speed, and accountability your teams need—without the coordination drag. The eight-week pilot will prove the value with measurable outcomes.

What We Need from CRC

People list with supervisors, programmes and working hours, attendance rules, day-close requirements, two pilot seminars, and branding assets

Next Steps

Schedule foundation setup for Weeks 1-2. Identify pilot groups. Set training dates for Weeks 5-6. Let's begin the journey to streamlined the operations at CRC.

Note

This is a suggested proposal. I can tailor the plan, wording, and settings to match the specific needs and preferences of CRC.

Proposal Tailoring

- Custom Plan Design
- Wording Adjustment
- Settings Configuration
- CRC Preferences Match