

Automated Email Assistant

Komi Adomayakpor CGU Spring 2025

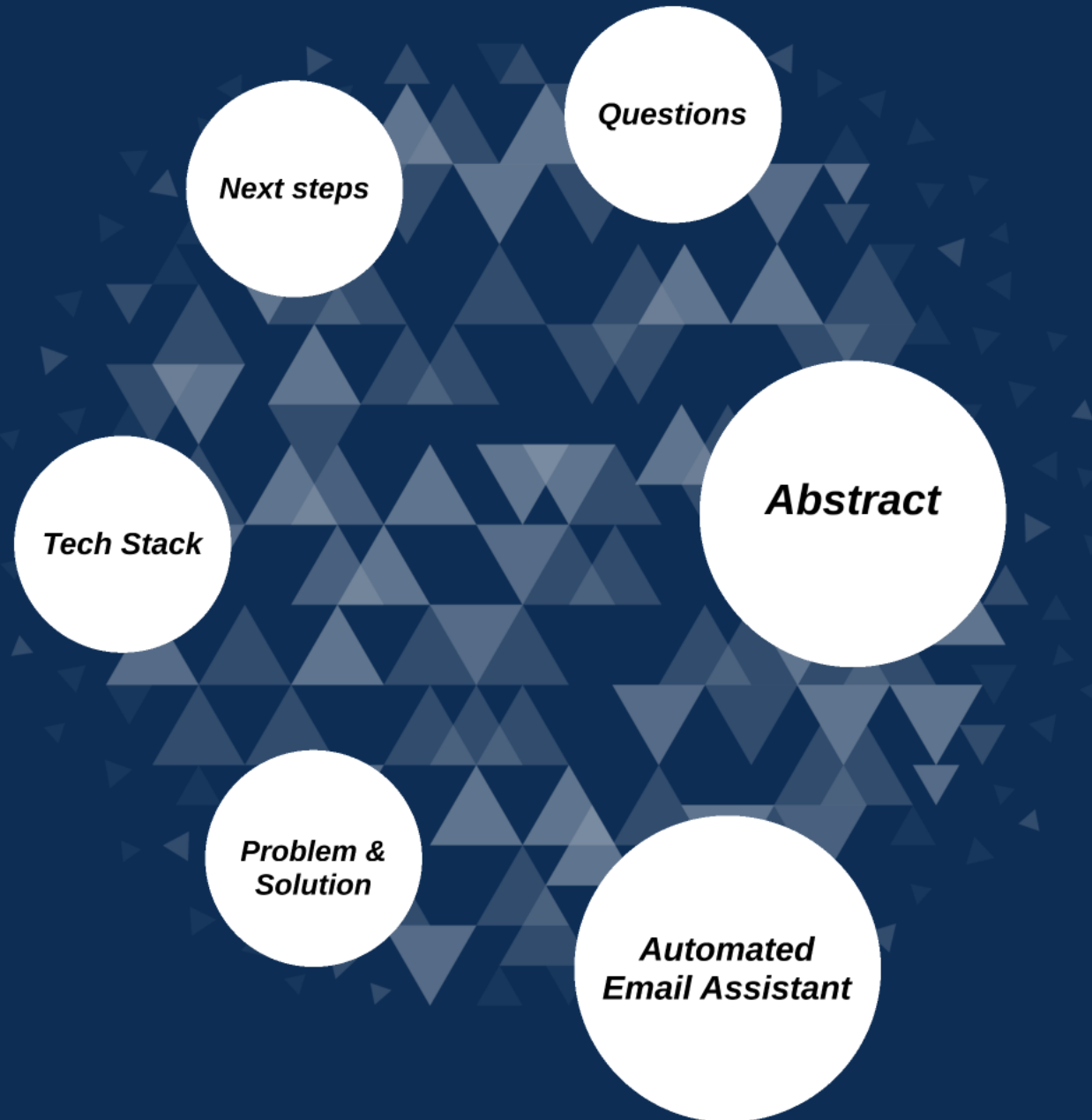
Abstract

a new client

Creating....

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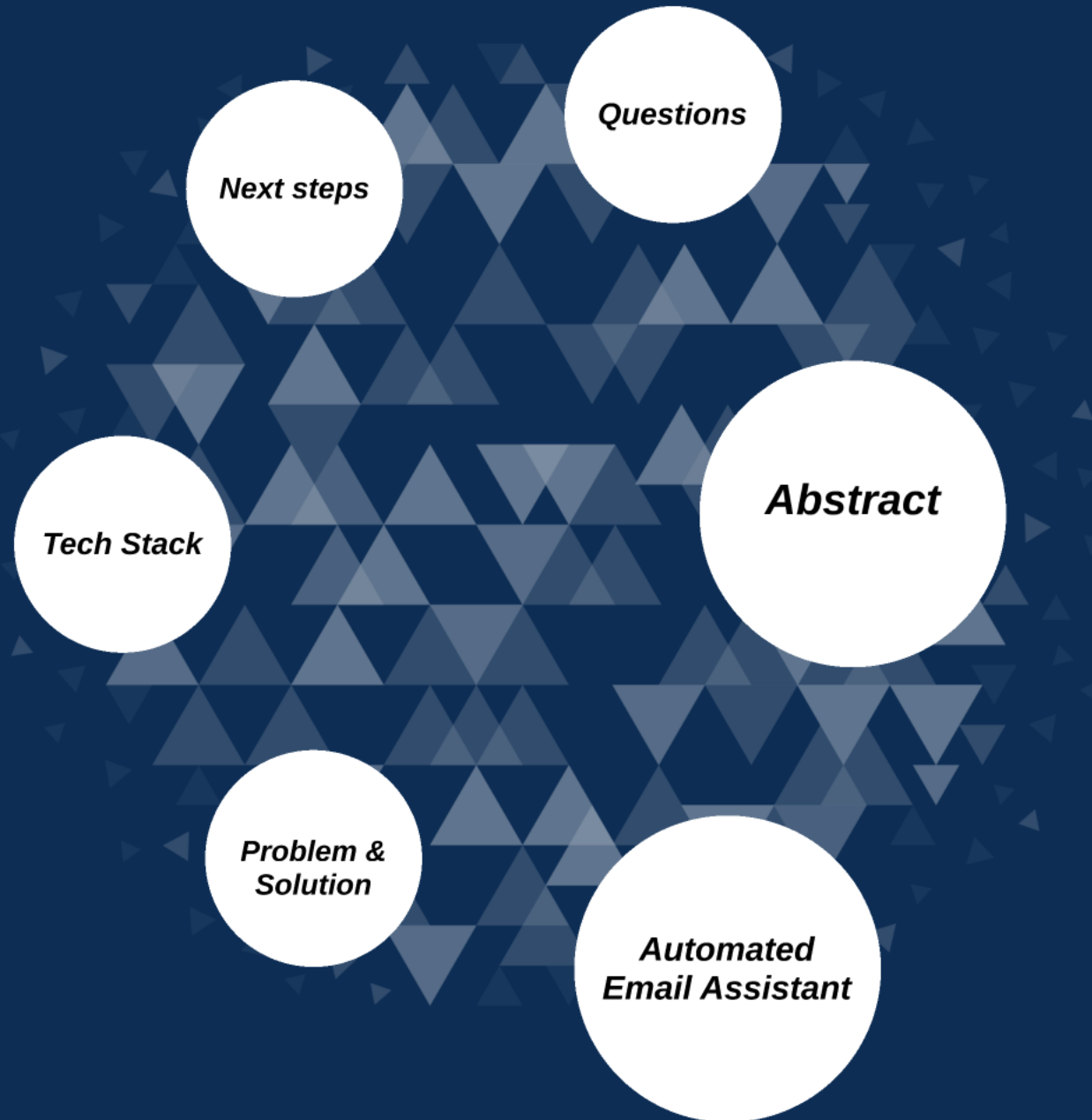


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Agenda

- Problem & Goal
- Solution Overview
- Tech Stack
- Architecture & Data Flow
- Notion Integration
- GPT-4 Email Generation
- Gmail Sending & Authentication
- UI Demo
- Next steps
- Q&A



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Overview of the problem

- Manual email outreach is time-consuming and error-prone
- Keeping track of follow-ups is hard
- Goal: Automate drafting, refining, approving, sending, and logging

Solutions

Solutions

Three-step workflow:

Draft: Pull new entries from Notion
GPT-4 generates subject & body

Refine: Interactive chat to tweak the draft

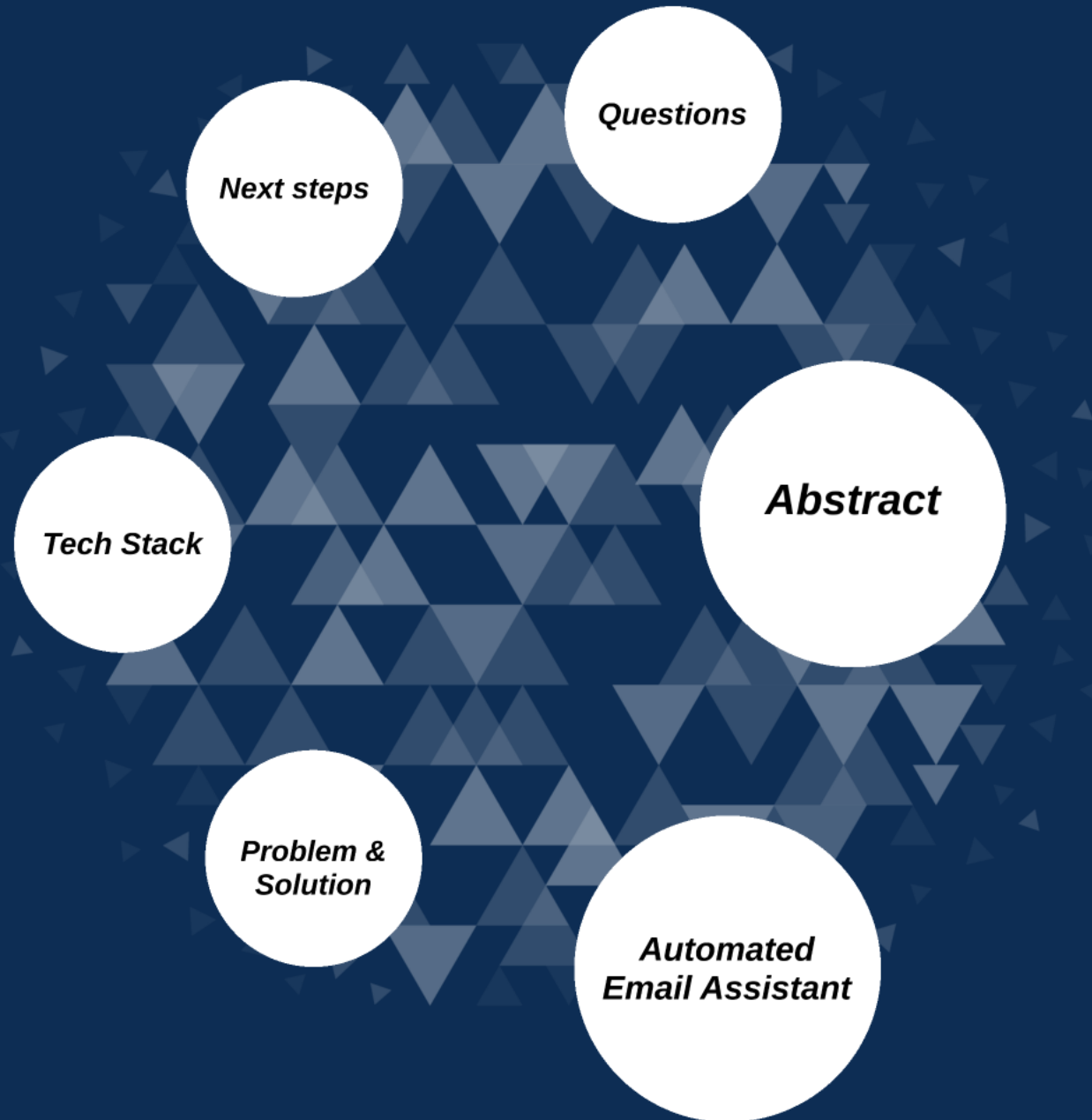
Approve & Send: Send via Gmail API
Update Notion and log for sent emails

Live UI with auto-refresh for pending and sent logs

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What we need

Backend: Python / Flask

APIs:

Notion (database queries + page updates)

OpenAI GPT-4 (email generation & refinement)

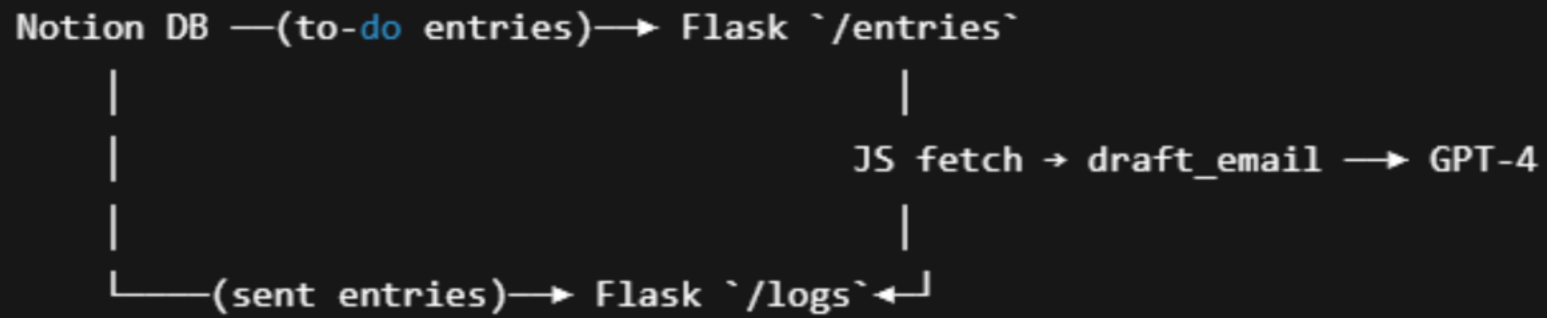
Google Gmail API (OAuth2 + send)

Frontend: main.JS + HTML/CSS (gradient + “glass” cards)

Env & Secrets: .env (dotenv), GitHub push protection

Architecture

Architecture & Data Flow



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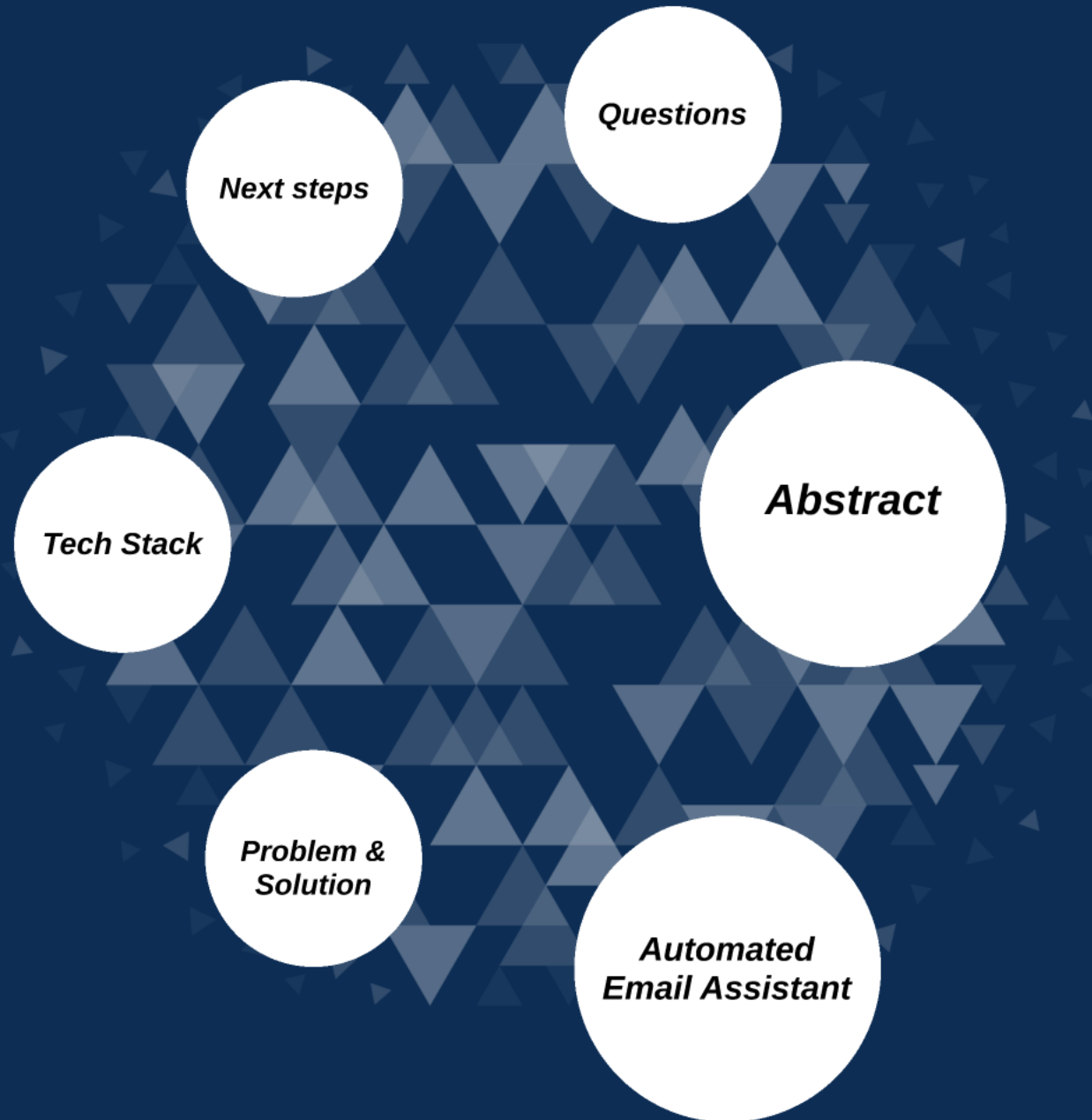
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Next Steps

Filters & Search on recipients, categories, dates

Automated Follow-up Reminders after 2 days of no response

Analytics Dashboard (response rates, volumes)

Enhancements:

Inline editing pre-approve

Role-based access, multi-user support

Demo



Demo...

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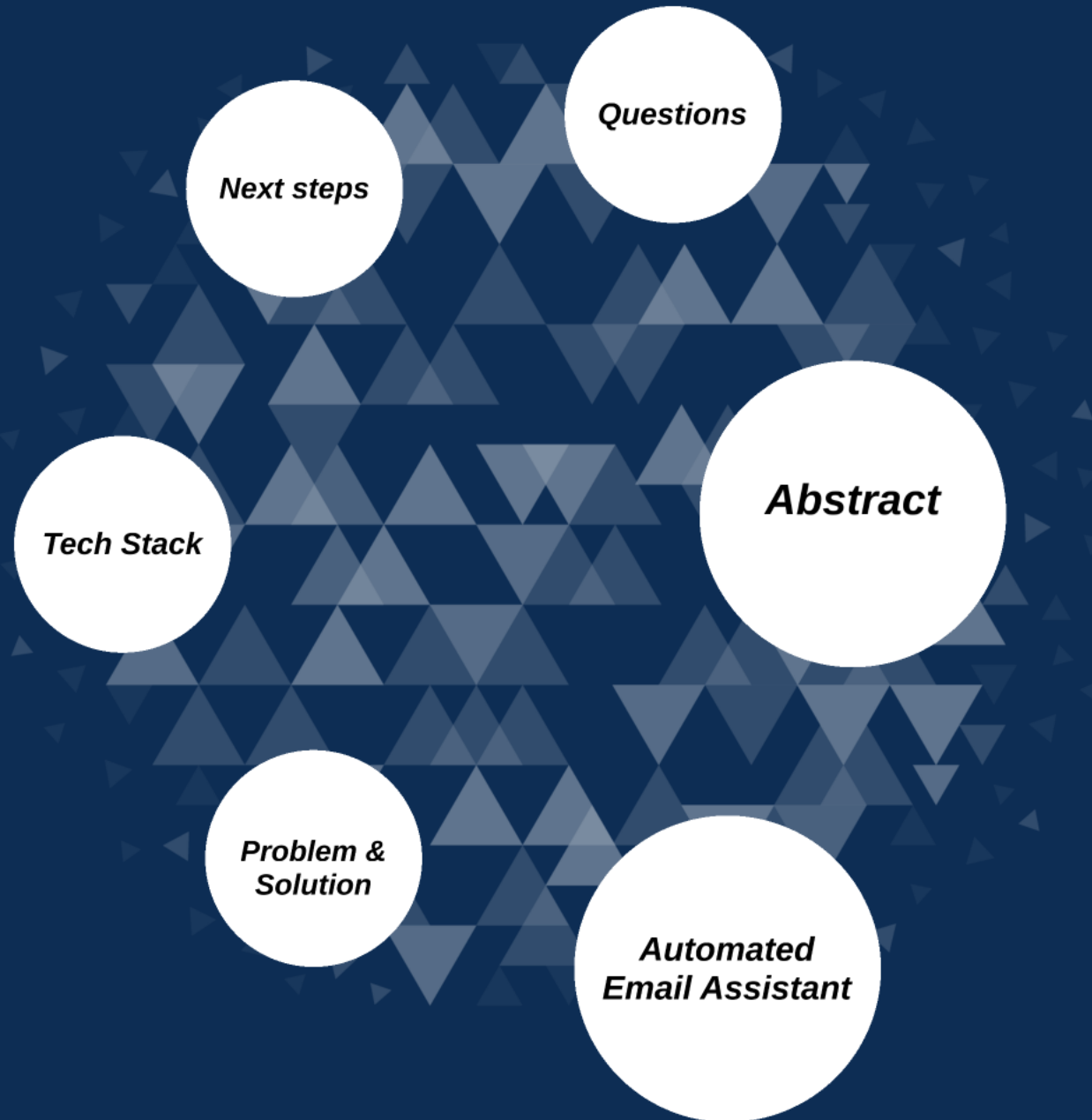
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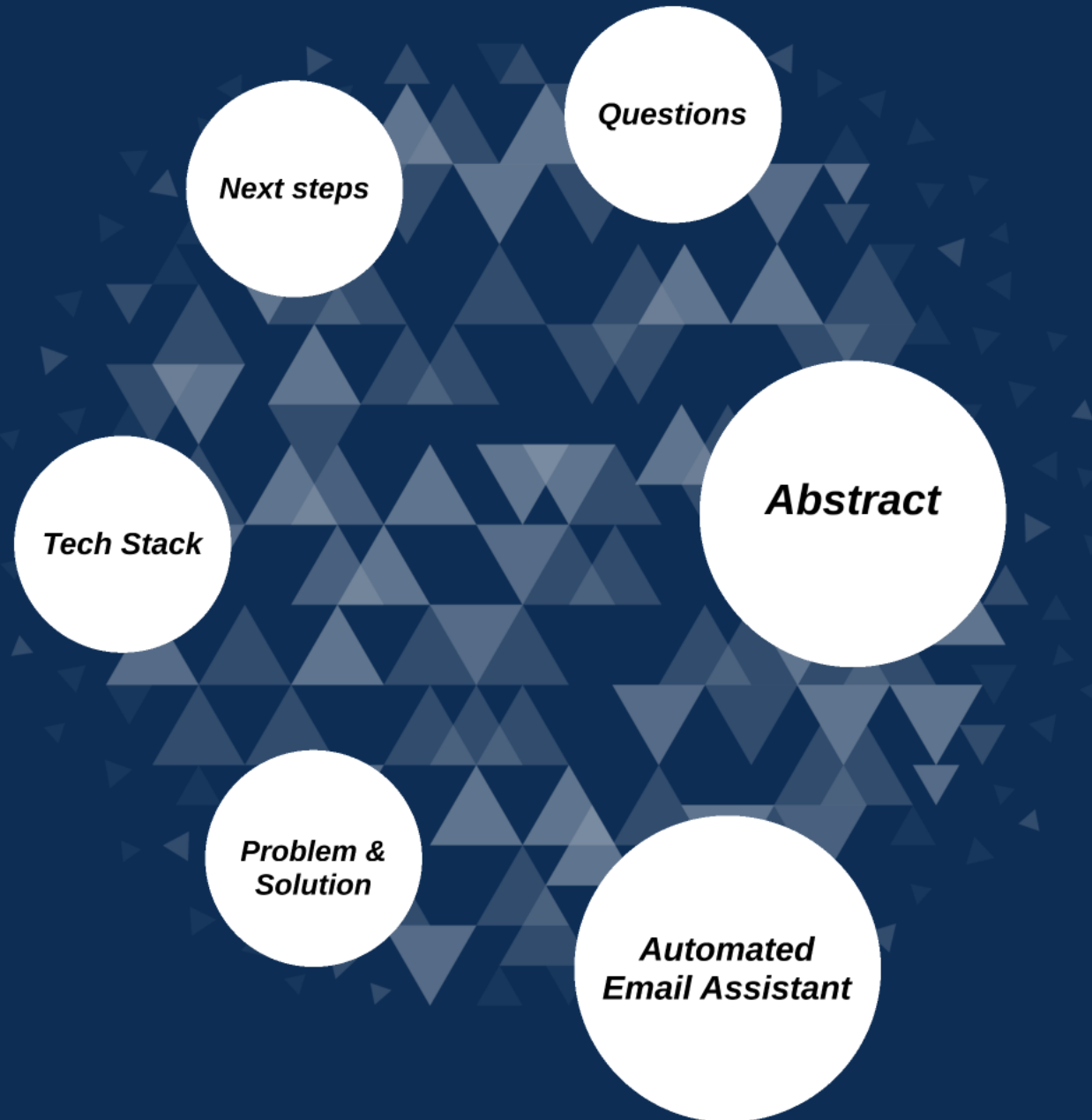


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Questions?



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