PROBLEM STATEMENT 1

Productive Witty Agents

Background

The team at SP-TBI manages a complex ecosystem of startup support, mentorship programs, and innovation initiatives. While the current digital tools help with basic tasks, they often work in isolation and require significant manual coordination. There is a need for intelligent, coordinated assistance that can handle routine operational tasks efficiently while maintaining our supportive, entrepreneurial spirit.

Though current AI solutions are sophisticated, they often lack the nuanced understanding needed for effective integration within an incubator environment. By developing AI agents that combine efficiency with our collaborative approach, we can create digital assistants that truly complement SP-TBI's mission and culture.

This PS aims to enhance SP-TBI's operations by creating interconnected AI agents that streamline workflows while preserving their personal, mentor-driven approach. The goal is to develop digital assistance that maintains high standards of professional support while making the services more accessible and engaging for startups.

Objective

The primary objective of this AI-powered organizational agent system is to seamlessly integrate AI agents into SP-TBI's daily operations, enabling enhanced collaboration between human employees and AI counterparts. The system aims to improve operational efficiency, streamline task management, and maintain high standards of accountability. By leveraging AI capabilities, SP-TBI can automate repetitive tasks, facilitate data-driven decision-making, and foster a more productive work environment.

Key Features:

This multi-agent system focuses on enhancing organizational operations through intelligent and coordinated agent activities. It features the following agents and workflows:

Executive Assistant Agent
This primary agent demonstrates multi-agent coordination by managing communication and administrative tasks. It creates tasks based on email content, schedules meetings, sends calendar invites, generates meeting summaries, and sets reminders for follow-ups.

Task Management Agent
Responsible for task creation, assignment, and tracking, this agent integrates with Notion to manage tasks effectively. It creates and assigns tasks, tracks their status and deadlines, sends reminder notifications, and generates daily progress reports.

Calendar Agent
This agent optimizes scheduling by managing calendar events. It finds optimal meeting times, schedules and updates events, handles meeting conflicts, and sends meeting confirmations.

Brownie points for below features
Advanced Natural Language Processing
The system can leverage NLP for sentiment analysis to prioritize emails and messages, generate context-aware responses, and support multiple languages.

Automation Enhancements
Automated document generation, smart meeting transcription, and summary generation, along with an automated follow-up system, can further streamline operations.

AI Learning and Adaptation
The agents can adapt to user preferences through personalized behavior, recognize task patterns for optimization, and continuously learn from user feedback.