**Context:**  
You are a project manager leading a team composed from:  
- 1 front end developer  
- 1 backend developer  
- 1 quality engineer  
- 1 senior support engineer  
- 1 junior support engineer  
You are developing / maintaining an e-commerce site.  
Customers submit bug reports, quality engineer submit bugs reports, product manager asking new features to enhance the product

The workflow must handle multiple scenarios with customer submitting bugs of different difficulties (urgent / critical bugs should be assigned to the senior support engineer)

**1. Automated Task Prioritization & Assignment**

**Objective:** Automatically classify and assign incoming tasks based on urgency, content, and required skills.

**Steps:**

1. **Trigger Data Collection:**
   * **Zapier Trigger:** Set up a Zap to capture new tasks coming in via emails, forms, or chat messages (e.g., Gmail, Slack).
2. **AI Analysis:**
   * **Action:** Send the task description to an LLM (such as OpenAI’s GPT4-o, …).
   * **Process:** The AI analyzes the text to extract keywords, detect urgency, and infer required expertise.
3. **Task Categorization:**
   * **Action:** Based on the AI output, assign a priority level (e.g., high, medium, low) and tag the task accordingly.  
     Actions must be classified into three categories: support, quality issue, new feature
4. **Automatic Assignment:**
   * **Action:** Use Zapier to automatically assign the task to the appropriate team member(s) in your project management tool (e.g., Asana, Trello, or Monday.com).  
     Automatic integration with a project management tool such as Trello
5. **Notification:**
   * **Action:** Trigger a notification (via email or Slack) to inform the assigned team member and update your project dashboard.

**2. Smart Meeting Transcriptions & Action Item Extraction**

**Objective:** Convert meeting recordings into actionable insights and automatically create tasks from identified action items.

**Steps:**

1. **Recording Capture:**
   * **Zapier Trigger:** Use a Zap to monitor your meeting tool (e.g., Zoom, Microsoft Teams) for new meeting recordings.
2. **Transcription:**
   * **Action:** Send the recording to an LLM Speech to Text service via Zapier.
3. **LLM Extraction:**
   * **Action:** Once transcribed, pass the text to an LLM model to identify key decisions, action items, and deadlines.
   * **Process:** The AI scans for phrases like “we need to…”, “action item:”, or “follow up on…” to extract actionable tasks.
4. **Task Creation:**
   * **Action:** Automatically create tasks in your project management tool based on the extracted action items.
5. **Summary Dispatch:**
   * **Action:** Generate and send a concise meeting summary via email or Slack to all participants.

**3. AI-Driven Project Progress Reporting**

**Objective:** Generate clear, concise project status updates by synthesizing data from multiple sources.

**Steps:**

1. **Data Aggregation:**
   * **Zapier Trigger:** Collect project data from your management tools, spreadsheets, or databases (e.g., Asana, Google Sheets).
2. **AI Summarization:**
   * **Action:** Use an AI summarization tool (like GPT) to process and condense the collected data into a report.
   * **Process:** The AI identifies trends, key metrics, and milestones to include in the summary.
3. **Report Customization:**
   * **Action:** Format the report with visual elements (charts, graphs) if needed, using Zapier-integrated tools (e.g., Google Data Studio).
4. **Automated Distribution:**
   * **Action:** Set up a Zap to automatically send the report to stakeholders via email or Slack on a predefined schedule (e.g., weekly).

**4. Intelligent Risk Prediction & Alert System**

**Objective:** Use historical and real-time data to predict project risks and automatically alert the project manager.

**Steps:**

1. **Data Integration:**
   * **Zapier Trigger:** Integrate data feeds from your project management tools, timesheets, or update logs to continuously monitor project health.
2. **Predictive Analytics:**
   * **Action:** Feed the collected data into a machine learning API or custom predictive model (via Zapier’s webhook feature) to assess risk levels.
   * **Process:** The model compares current trends against historical benchmarks to identify potential delays or issues.
3. **Threshold Check:**
   * **Action:** Define risk thresholds (e.g., if predicted delay probability exceeds 30%) within the Zap.
4. **Alert & Task Creation:**
   * **Action:** Automatically trigger an alert to the project manager via email or Slack and create follow-up tasks in the PM tool for risk mitigation.

**5. Automated Document Organization & Retrieval**

**Objective:** Organize project documents automatically and enable smart retrieval using natural language queries.

**Steps:**

1. **Document Capture:**
   * **Zapier Trigger:** Monitor your document repositories (Google Drive, OneDrive, or SharePoint) for new or updated files.
2. **AI Document Analysis:**
   * **Action:** Send the document text or metadata to an AI service that performs content analysis, tagging, and classification.
   * **Process:** The AI identifies key topics, assigns tags, and generates summaries for each document.
3. **Metadata Update:**
   * **Action:** Automatically update a centralized database or document management system with the AI-generated metadata using Zapier.
4. **Smart Retrieval Interface:**
   * **Action:** Integrate a chatbot (or a search interface) that uses natural language processing to allow team members to query for documents.
   * **Process:** When a query is received, the system returns the most relevant documents based on the AI-tagged metadata.

These five AI-enhanced workflows not only save time by automating repetitive tasks but also ensure that decision-making is supported by data-driven insights. By leveraging Zapier’s integration capabilities, you can seamlessly connect various tools and APIs to create a cohesive and efficient project management ecosystem.