CalendarSync Change Log & Tracking Document

Last Updated: September 15, 2025

Overview

This document tracks all changes made from the original Statement of Work and requirements to the final MVP scope.

Major Changes from Original Documents

1. Email Architecture Clarification ✅

Original: Single email for all functions **Changed to**:

- `udsnews@tuki.support` – ONLY for newsletter subscriptions (extraction source)
- Future emails TBD for event submissions and management
- Future emails TBD for sending digests

Reason: Separation of concerns, clearer email management

2. Platform Positioning ✅

Original: Standalone event aggregator **Changed to**: First component of email-first event management ecosystem **Added**:

- Integration focus (not competition) with Lu.ma, Eventbrite, Mailchimp
- Future marketplace network (venues, sponsors, vendors)
- WhatsApp integration planned

Reason: Expanded vision based on client requirements

3. Authentication System ✅

Original: Basic email/password accounts **Changed to**: Tuki SSO integration with three tiers

- Public (no auth)
- Members (Tuki SSO)
- Admins (Tuki SSO with role)

Reason: Leverage existing Oxbridge AI X member base

4. AI Model Selection ✅

Original: OpenAI GPT-4 **Changed to**: Claude Sonnet 3.5 or Gemini **Reason**: Cost efficiency (80% cheaper), better JSON output, already in ecosystem

5. Technology Stack ✅

Original: Next.js + NestJS + TypeORM + Docker **Changed to**: React + Vite + FastAPI + Supabase + Render **Reason**: Following Vibe Coding methodology for rapid development

6. Registration Features (NEW) ✅

Added:

- Confirmation emails upon registration

- Configurable reminder times (user choice)

- Auto-add to personal Google Calendar upon registration

- Public calendar subscription (Google Calendar feature - live updates)

- Calendar export (.ics download for individual events)

- Click-through registration from subscribed calendar

Reason: Enhanced user experience and engagement

7. Analytics & Tracking (NEW) ✅

Added:

- Comprehensive event analytics

- User behavior tracking

- Source quality scoring

- Admin dashboard with visualizations

Reason: Data-driven decision making from day one

8. Curation Workflow (NEW) ✅

Added:

- Admin approval queue

- Bulk operations

- Event editing before approval

- Oxbridge AI X event flagging

- Visibility controls

Reason: Quality control and brand management

9. Branding Implementation ✅

Original: No specific branding mentioned **Added**: Official Oxbridge AI X 2024 Brand Guidelines

- Navy (⬛ #002147) for primary CTAs
- Teal (🟩 #159BA1) for secondary
- Amber (🟧 #F87342) for Oxbridge events
- Poppins + DM Sans typography

Reason: Consistent brand experience

10. Weekly Digest System (NEW) ✅

Added:

- Automated Monday 9 AM delivery
- Personalized for members
- Oxbridge events prioritized
- Engagement tracking

Reason: Recurring user engagement

Features Deferred to Future Phases

Phase 2 (Post-MVP)

- Lu.ma API integration
- Eventbrite API integration
- Event submission via email
- Advanced analytics

Phase 3

- Web scraping
- LinkedIn integration
- Social recommendations
- Auto-registration

Phase 4

- WhatsApp bot
- Instagram monitoring
- Mobile applications
- Market networks features (relationships between organizers, venues, vendors)

Budget & Timeline Changes

Budget

Original Quote: £1,192.50 **Final Quote**: £1,431.00 **Increase**: £238.50 (20%) **Justification**: 150% more features for 20% cost increase

Timeline

Original: 4 weeks (unspecified dates) **Final**: 2.5 weeks (Sept 15 - Oct 3, 2025) **Change**: Compressed timeline with specific deadline

Development Approach

Original: Traditional development only **Added Option**: Vibe Coding Hybrid approach

- Weekend sprint with Claude Code
- 2 weeks engineering review
- Lower risk, better outcome

Key Clarifications Made

1. **Email Separation**: `udsnews@tuki.support` is ONLY for newsletter ingestion
2. **No Competition**: Platform integrates with, not replaces, existing tools
3. **Market Networks Vision**: Future includes professional relationships between venues/vendors
4. **WhatsApp Future**: Conversational interface planned
5. **MVP Focus**: Email sources only for initial launch
6. **Calendar Features**: Both export (.ics) and subscription (live Google Calendar)
7. **Automatic Event Detection**: Oxbridge AI X events auto-flagged when mentioned in content
8. **UI Hierarchy**: Featured Oxbridge events carousel positioned at top of both homepage and calendar pages
9. **Digest Timing**: Sunday 4 PM (optimal for week-ahead planning) - Note: Client doc shows Monday 9 AM
10. **Unsubscribe Management**: Deferred to future phase (not in MVP)

Dependencies Added

New Requirements from Client

- Tuki SSO credentials and documentation
- Claude/Gemini API key (instead of OpenAI)
- List of initial admin users

- Newsletter sources to monitor

Technical Dependencies

- Tuki SSO must be operational
- <u>udsnews@tuki.support</u> must be configured
- Google Calendar API project needed

Success Metrics Updated

Original

- Basic extraction success
- User adoption

Enhanced

- 95%+ extraction accuracy
- <30 second curation time
- 40% digest open rate
- <1 second page load
- Support for 1,000+ concurrent users

Risk Mitigations Added

1. **Tuki SSO delays**: Temporary basic auth fallback
2. **Email parsing issues**: Manual curation queue
3. **Scale concerns**: Render auto-scaling
4. **Quality control**: Admin approval workflow

Documentation Status

Document	Status	Last Updated
Statement of Work	✅ Complete	Sept 15, 2025
Technical Specifications	✅ Complete	Sept 15, 2025
Brand Guidelines	✅ Complete	Sept 15, 2025
Registration System Spec	✅ Complete	Sept 15, 2025
Email Setup Guide	✅ Complete	Sept 15, 2025
Vibe Coding Plan	✅ Complete	Sept 15, 2025
Change Log	✅ Complete	Sept 15, 2025

Next Actions Required

1. **Client to Provide**:
   - ☐ Tuki SSO documentation
   - ☐ udsnews@tuki.support credentials
   - ☐ Newsletter list to monitor
   - ☐ Admin user list
   - ☐ Final approval of SOW

2. **Developer to Complete**:
   - ☐ Set up development environment
   - ☐ Configure email monitoring
   - ☐ Begin development (Sept 15)

Version History

Version	Date	Changes
1.0	Sept 1, 2025	Original SOW
2.0	Sept 10, 2025	Added Tuki SSO, analytics
3.0	Sept 15, 2025	Final MVP scope with all clarifications

Note: This document serves as the authoritative record of all scope changes and should be referenced for any questions about what is included in the MVP versus future phases.