

Statement of Work – CalendarSync Project

Version: 3.0

Date: September 15, 2025

Client: Oxbridge AI X

Developer: Ultrasoft Technologies SARL

1. Executive Summary

CalendarSync is the first component of a comprehensive **email-first event management and marketplace platform** for the Oxbridge AI X community. This MVP aggregates events from email newsletters, provides admin curation workflows, integrates member authentication via Tuki SSO, tracks engagement analytics, and presents all events in a unified interface with Oxbridge AI X events prioritized.

Important: This platform is designed to integrate with, not compete with, existing platforms like Lu.ma, Eventbrite, Mailchimp, and Calendly.

2. Project Scope

2.1 MVP Scope (Due October 3, 2025)

Core Platform Features

Email Event Extraction

- Monitor `udsnews@tuki.support` for newsletter subscriptions ONLY
- Use Claude Sonnet 3.5 or Gemini API for intelligent event extraction
- Extract: title, date/time, location, description, registration URL
- Run hourly via scheduled jobs
- Track extraction success rates and source quality

Tuki SSO Integration

- Three user tiers:
 - **Public:** Browse events, view details, calendar export (.ics), calendar subscription
 - **Members:** Direct registration, save events, personalized features
 - **Admins:** Curation panel, analytics access, system management
- JWT-based session management
- Role-based access control

Admin Curation Panel

- Event approval queue with pending events
- Quick approve/reject actions
- Inline event editing
- Automatic flagging as "Oxbridge AI X Event" when:
 - "Oxbridge AI X" mentioned in title/description
 - "Oxbridge AI Challenge" mentioned anywhere
 - Manual override option
- Set visibility (public/members-only)
- Bulk operations for efficiency
- Source quality tracking

Public Event Display

- Oxbridge AI X branded interface (official brand colors)
- Featured Oxbridge events carousel
- Event cards with filtering (date, category, search)
- Member-exclusive features when authenticated
- Registration tracking for analytics

Registration System (New Requirements)

- **Confirmation Emails:** Sent immediately upon registration
- **Configurable Reminders:** Users choose when (1 day, 3 hours, etc.)
- **Auto Calendar Add:** Events added to personal Google Calendar
- **Public Subscribe Calendar:** Users can subscribe to CalendarSync calendar
- **Click-through Registration:** From subscribed calendar to registration

Analytics & Tracking

- Event view counts and click-through rates
- Member engagement metrics
- Source performance tracking
- Registration conversion analytics
- Dashboard for administrators

Weekly Digest Email

- Sent every Sunday at 4 PM
- Oxbridge AI X events prioritized

- Personalized for members vs public
- Clean, branded template
- Unsubscribe management - Future feature not in MVP

2.2 NOT in MVP Scope

Email Functions (Handled by separate emails TBD):

- Event submissions (future email TBD)
- Event management commands (future email TBD)
- Digest sending address (future email TBD)

Future Phases:

- Lu.ma/Eventbrite API integration
- Web scraping for additional sources
- WhatsApp bot integration
- Marketplace network (venues, sponsors, vendors)
- Mobile applications
- Auto-registration features

3. Technical Specifications

3.1 Technology Stack

Following the Vibe Coding methodology for rapid development:

Frontend

- React + Vite (build tooling)
- Tailwind CSS + Shadcn/ui (styling)
- React Query (data fetching)
- Recharts (analytics visualizations)

Backend

- Python 3.11+ with FastAPI
- Poetry (dependency management)
- Pydantic (data validation)
- APScheduler (cron jobs)

Database & Infrastructure

- Supabase (PostgreSQL + Auth + Realtime)
- Render (deployment platform)
- GitHub Actions (CI/CD)

AI & Integrations

- Claude Sonnet 3.5 or Gemini (event extraction)
- Gmail IMAP (email reading)
- Google Calendar API (calendar sync)
- SendGrid/Resend (transactional emails)
- Tuki SSO SDK (authentication)

3.2 Branding Guidelines

Based on Official Oxbridge AI X 2024 Brand Guide:

Colors:

- Primary: Black (■ #000000), White (□ #FFFFFF)
- Navy Blue (■ #002147) - Primary CTAs
- Teal (■ #159BA1) - Secondary actions
- Amber (■ #F87342) - Oxbridge priority events
- Aqua (■ #A0E1DB) - Subtle backgrounds

Typography:

- Headers: Poppins (Medium/Semi Bold)
- Body: DM Sans (Regular)

4. Deliverables

4.1 MVP Deliverables (October 3, 2025)

- ✓ Fully functional web application
- ✓ Email extraction from newsletters via `udsnews@tuki.support`
- ✓ Admin curation panel with analytics
- ✓ Tuki SSO integration with role-based access
- ✓ Public and member interfaces
- ✓ Registration system with confirmations and reminders
- ✓ Google Calendar integration (personal + public)
- ✓ Weekly digest email system

-  Production deployment on Render

4.2 Documentation

- API documentation
- Admin user guide
- Deployment instructions
- Environment configuration guide

5. Development Timeline

Total Duration: 2.5 weeks (September 15 - October 3, 2025)

Week 1: September 15-22

- Project setup and database schema
- Tuki SSO integration
- Email extraction with Claude/Gemini API
- Admin curation panel

Week 2: September 23-29

- Public event display with filters
- Member registration system
- Confirmation emails and reminders
- Google Calendar integration

Week 3: September 30 - October 3

- Weekly digest implementation
- Public calendar subscription
- Testing and bug fixes
- Production deployment

6. Budget

Total Cost: £1,431 (including 19.25% VAT)

Payment Schedule:







- £500 - Upon project start (September 15)
- £500 - End of Week 2 (September 29)
- £431 - Upon delivery (October 3)

Additional Costs (Client Responsibility):

- Claude/Gemini API (~£5-10/month)
- Supabase (free tier sufficient for MVP)
- Render hosting (~£10/month)
- SendGrid/Resend (~£10/month)

7. Success Criteria

Functional Requirements

-  Extracts 95%+ of events from newsletters
-  Admin can curate events in <30 seconds
-  Members can register with confirmations
-  Reminders send at configured times
-  Calendar sync works for personal and public
-  Weekly digest achieves >40% open rate

Performance Requirements

- Page load time <1 second
- Support 1,000+ concurrent users
- Process 100+ email sources
- Handle 10,000+ events/month

8. Development Approach

Recommended: Vibe Coding Hybrid

1. **Weekend Sprint** (Sept 15-16): Build entire MVP with Claude Code
2. **Engineering Review** (Sept 17-Oct 3): Polish, test, secure, optimize

Alternative: Traditional Development

- Standard 2.5-week development cycle
- Higher risk of incomplete features by deadline

9. Future Platform Vision

CalendarSync is Phase 1 of a larger ecosystem:

Phase 2: Event creation via email commands **Phase 3:** Market networks functionality (venues, sponsors, vendors) **Phase 4:** Lu.ma, Eventbrite, Mailchimp integrations **Phase 5:** WhatsApp

conversational interface

The platform will become "Calendly + Eventbrite + Mailchimp + Lu.ma" with deep integrations, not competition.

10. Assumptions & Dependencies

Required from Client

- Tuki SSO credentials and documentation
- Access to `udsnews@tuki.support` email
- List of newsletter sources to monitor
- Claude/Gemini API key
- Supabase project access
- Google Cloud project for Calendar API
- Oxbridge AI X branding assets
- Initial admin user list

Technical Assumptions

- Tuki SSO is operational and documented
- Email newsletters follow common formatting patterns
- Claude/Gemini API can reliably extract events
- Users have Google accounts for calendar sync

11. Acceptance Criteria

The project will be considered complete when:

1. All MVP features are functional in production
2. Documentation is provided
3. Admin users are trained
4. System passes acceptance testing
5. No critical bugs remain

12. Terms & Conditions

1. **Intellectual Property:** Client owns all code upon final payment
2. **Confidentiality:** All client data remains confidential
3. **Support:** 30 days of bug fixes included post-launch
4. **Scope Changes:** Will be quoted separately

5. **Timeline:** Subject to timely provision of required assets

Approved By:

Client: _____

Name:

Date:

Developer: _____

Name: Mr. Blaise Bounsi

Date: September 15, 2025