Project Meeting Worksheet

Date: Sept 14, 2025

**How to use:** Fill this during the meeting. Afterward, paste key decisions into **PROJECT\_NOTES.md** and create GitHub issues for action items.

## One‑Sentence Project Goal

AI agent that seamlessly integrated into the website UI

AI extension of the companies

Incorporating AI into businesses

Incentivizes users to use their website,

Streamlining process of website navigation

Revolutionizing the process of website navigation

Change the way people interact with the web

## 2) Team & Roles (avoid overlap)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name | Primary Role | Secondary Role | Key Responsibilities | Ownership Areas | Capacity (hrs) |
| Jackson | President | Backend/Logic |  |  |  |
| Owen | CEO | Frontend/UI |  |  |  |
|  |  |  |  |  |  |

*Tip: Primary roles might be Frontend/UI, Backend, QA/Docs/DevOps. Define clear boundaries so tasks don’t collide.*

## 3) Definition of Done (for today’s demo)

[ ] Runs with all files in sample\_inputs/ without crashing.

[ ] Verbose toggle changes visible output in Results panel.

[ ] Empty query shows a friendly non-blocking message (no crash).

[ ] Passes UI Smoke Test: no console errors; responsive at 375/768/1024/1440.

Owen: Fully working AI clean site. Right now, owen has 4 demo bots up and running. Wants to be able to get responses from said Ais.

## 4) Input / Output Contract

Finalize the schema and how UI maps to it.

Input schema: Text based

{  
 "query": "<string>",  
 "options": { "verbose": <bool> }  
}

Empty‑state copy (when query is empty): Unsure what this means, AI can decide

Verbose UI toggle maps to options.verbose: [ ] Yes [ ] No → If no, how?: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## 5) UI Baseline (design tokens)

|  |  |  |
| --- | --- | --- |
| Token | Suggested Default | Chosen Value |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Font | system-ui (Segoe UI/Roboto/SF) |  |
| Base/Line-height | 16px / 1.5 |  |
| Spacing scale | 8px multiples (4/8/16/24/32) |  |
| Buttons | radius 8px; hover tint/scale; focus ring |  |
| Colors | primary #2563EB; text #111827; bg #F9FAFB |  |

Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## 6) Pages / Sections for this iteration

[ ] Hero + CTA

[ ] Results panel (basic + verbose)

[ ] Footer/links

Other notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## 7) Branching & PR Policy

[Check] Protect main (no force‑push); merge via PR only.

[ ] Feature branches like feat/ui-hero, feat/results-panel, chore/test-plan.

[ ] Small PRs (<300 LOC) with at least 1 reviewer.

[ ] Run lint/tests before opening PR.

Additional rules: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## 8) Task Assignments (next 48 hours)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Assignee | Task | Branch | Acceptance Criteria link | Due (date/time) | Status |
| Owen | Get the demo up and running | ? |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Example tasks: UI Hero/CTA; Results panel (basic+verbose); Empty‑state message; README design baseline; UI smoke test.

## 9) Tooling & Scripts

[ ] Run command (local): npm run dev

[ ] Pre‑PR check: npm run lint

[ ] Future: npm run test:ui (iterate sample\_inputs/)

[ ] CI checks (lint/tests) required before merge

## 10) Communication Cadence

Daily async update channel/time (Yesterday/Today/Blocked): Daily check ins

Live check‑in time (10 min): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tool: Discord/Slack/Teams: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## 11) Risks & Open Questions

• API rate limits?

• Website embedding, maintaining software development

• Legal issues incorporating into website?

• \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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## 12) Decisions Summary (copy into PROJECT\_NOTES.md after)

- By tonight, demo site up and running.

- By tonight,, site should have everything such as FAQs, contact info, etc

- Tomorrow, payment and terms stuff figured out, will need help drafting

Once owen finishes up site and is receiving responses from AI, I will do backend verifications and logic stuff.

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## 13) Action Items

|  |  |  |  |
| --- | --- | --- | --- |
| Owner | Action | Due (date/time) | Done? |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*Reminder: After the meeting, update PROJECT\_NOTES.md and create/assign GitHub issues.*