

# Mina — Consolidated Product Plan (Around Transcription Core)

## 1. Core Flow (User Journey)

Record / Upload → Transcript → Summary → Tasks → Calendar & Sharing → Insights → Settings

## 2. Features (Layered Around Transcription)

### A) Capture & Transcript

- Keep live interim + final transcripts (current working baseline).
- Meeting metadata: title, participants, tags, agenda.
- Speaker diarization (map to participants if known).
- Markers: hotkeys for Decisions, Risks, Actions.
- Confidence highlighting (flag uncertain text).
- Searchable transcript with timestamp jump.
- Highlight → “Make Task” or “Add to Summary”.

### B) Summaries & Insights

- Multi-level summaries (TL;DR, Executive, Structured Recap).
- Multi-style (executive, technical, casual).
- Thematic tags (auto topics).
- Cross-meeting insights: recurring themes, risks, unresolved tasks.
- Meeting memory graph (link today to past).

### C) Tasks & Workflow

- Extract tasks automatically from transcript.
- Inline task creation from transcript highlight.
- Task board views: My Tasks, By Meeting, Kanban.
- AI-enhanced: clearer task titles, owner suggestions.
- Task scoring (priority/impact).
- Calendar sync (Google/Outlook).
- Reminders & nudges for overdue tasks.
- Dependency linking (“Draft → Review → Approve”).

### D) Calendar & Scheduling

- Auto follow-up suggestions (e.g. “Schedule recap”).
- Calendar overlay showing tasks + meetings.
- Smart nudges: “Deadline mentioned Friday — add reminder?”.

### E) Collaboration & Sharing

- Shareable meeting pages.
- Role-based access (viewer/editor/admin).
- Guest view (external share).
- Exports: PDF, DOCX, Markdown.
- Redaction toggle (hide PII/financials).
- Custom recap templates.
- Team annotations/comments on transcripts.

### F) UI & UX

- Dashboard: today’s meetings, yesterday’s tasks, pending follow-ups.

- Live page: Interim with shimmer caret, Final paragraphs, Right-rail markers + VU meter, Collapsible debug log.
- Mobile-first: chat-style transcript stream.
- Dark/light mode toggle.
- Keyboard shortcuts everywhere.

#### G) Settings & Control

- Account: profile, timezone.
- Workspace: members, roles, retention.
- Providers: OpenAI key, optional backup STT engines.
- Transcription settings: model, language, diarization toggle.
- Privacy: auto-delete after X days.
- Billing: plan, usage bar, alerts.
- Integration settings: Slack, Jira, Notion, Drive.

#### H) Analytics & Productivity

- Meeting ROI score (#decisions/hour, %tasks completed).
- Talk-time balance by speaker.
- Decision velocity (time to close open tasks).
- Task completion rate trends.
- Topic trend heatmap across meetings.
- Team health signals (recurring unresolved risks).

## 3. Phases (Practical Rollout)

Phase 0 (Baseline): Keep working transcription pipeline, stabilize error handling.

Phase 1 (Core Productivity): Meeting metadata, summaries, task extraction, export/share, basic settings.

Phase 2 (Workflow Expansion): Task board + calendar sync, follow-ups, insights, guest view.

Phase 3 (Differentiators): Multi-style summaries, impact scoring, advanced analytics, multi-language, integrations.

## 4. Value Lens (Why Users Care)

- Time saved: fast summaries, compressed recaps.
- Accountability: tasks tied to transcript, calendar sync.
- Clarity: decisions/risks surfaced, not buried.
- Visibility: insights across meetings, team trends.
- Collaboration: shareable recaps, redactions, comments.