

# Sprint 1 Demo

## Required Resources

- (A) Meeting Context
- (B) Nikhil's request for availability to Amy
- (C) Nikhil's Available Times
- (D) Nikhil's Time Proposal to Evan
- (E) Evan's Confirmation of Time Proposal
- (F) Nikhil's Forward of Conversation to Amy
- (G) Meeting Invite Email

## Demo Materials and Flow

### (A) Meeting Context (with a few e-mails stacked)

Nikhil,

I think we need to flush this out a bit more. Let's schedule a meeting to talk about it.

Evan

### (B) Request for Availability

Amy,

I would like to set up a meeting with Evan for this week. Can you tell me when I'm free?

Nikhil

### **(C) User's Available Times**

Hey Nikhil,

I'm glad to help you set up a meeting with Evan.  
Below is an e-mail I drafted for you.

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Evan,

Does **Tuesday, Sep 27 at 6:00 PM EDT** work for you? Alternatively, I am available Wednesday, Sep 28 at 11:00 AM EDT or 2:00 PM.

Nikhil

-----  
Amy

Amy Ingram | Personal Assistant to Nikhil Swaminathan  
[x.ai](#) – artificial intelligence that schedules meetings

### **(D) Meeting Time Proposal**

Evan,

Does **Tuesday, Sep 27 at 6:00 PM EDT** work for you? Alternatively, I am available Wednesday, Sep 28 at 11:00 AM EDT or 2:00 PM.

Nikhil

### **(E) Recipient's Response to Time Proposal**

Nikhil,

6:00 PM on Tuesday works for me! I look forward to speaking with you.

Evan

### **(F) Forward of E-Mail [text along with forwarded conversation]**

Hey Amy,

We found a time that worked. Please set up the meeting.

Nikhil

**(G) Meeting Invite**

Hey Nikhil,

I've added the meeting to your calendar on **Tuesday, Sep 27 at 6:00 PM EDT** and sent the invite to Evan on your behalf.

Amy

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