Phase 10: Final Presentation & Demo Day

# 1. Pitch Presentation

👉 Problem → Solution → Benefits

## Problem

Executives face challenges in managing their workload due to scattered tasks across multiple tools and lengthy emails that consume significant time. This leads to reduced productivity, missed deadlines, and decision-making delays.

## Solution

The **'Smart Task and Email Summariser'** integrates task management with AI-powered summarization of emails. It centralizes tasks, extracts key information from emails, and provides actionable insights in a unified dashboard.

The **Smart Task and Email Summariser** addresses these challenges by combining task management with AI-powered summarization of emails. The platform acts as a unified workspace where executives can manage their tasks, approvals, and notifications while simultaneously receiving condensed insights from long email threads. By automatically extracting key points, action items, and due dates, the system reduces the need to read through lengthy communications. Additionally, the solution integrates approval workflows and reporting features, enabling seamless collaboration and informed decision-making.

## Benefits

* Saves executives' time by condensing lengthy emails into short, meaningful summaries.
* Improves productivity with a single platform for task tracking and updates
* Enhances decision-making through quick access to relevant information.
* Reduces missed deadlines with reminders and approval workflows.
* **Time Savings:** Lengthy emails are condensed into short, meaningful summaries, allowing executives to focus only on essential points.
* **Productivity Boost:** A single platform for both task tracking and communication reduces tool-switching and keeps work organized.
* **Better Decision-Making:** Summarized insights and centralized task updates provide executives with quick access to relevant information.
* **Deadline Management:** Built-in reminders, approval workflows, and status updates help reduce the chances of overlooked tasks or delays.

# 2. Demo Walkthrough

The live demo will showcase the following features of the 'Smart Task and Email Summariser':  
  
1. Creating a Booking: Demonstrate how a user creates a new task or booking request.  
2. Approval Workflow: Show manager approval process for submitted tasks.  
3. Notifications: Display automated email/SMS notifications triggered by actions.  
4. Reports: Run a report to highlight task completion rates and email insights.

# 3. Handoff Documentation

As part of the project handoff, the following documentation will be provided:  
  
1. System Design Document – Architecture, data model, and integration details.  
2. User Guide – Step-by-step guide for end-users to create tasks, approvals, and read summaries.  
3. Admin Guide – Configuration instructions for maintaining workflows and reports.  
4. Deployment Notes – Setup instructions for sandbox and production environments.