# TFive Product Requirements Document (PRD)

**Version:** 1.0  
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**Product:** TFive Enterprise Wellness & Personal Development Platform

## Executive Summary

TFive is an enterprise wellness and productivity platform that provides employees with dual workspaces and AI-powered coaching. The platform combines enterprise-focused personal development with private wellness tools, delivered through structured 25-minute programs and intelligent coaching via Tairo, the AI companion.

## Product Architecture

### Core Platform Structure

TFive Platform

* Enterprise Admin Portal (Web)
* T5 Programs (25-minute structured learning experiences)
  + Learn Phase (variable duration)
  + Act Phase (variable duration)
  + Earn Phase (fixed 5 minutes)
* TFive Pro (Enterprise Workspace)
  + Tairo AI (enterprise-trained)
* TFive One (Personal Workspace)
  + Tairo AI (personal-context)
* Program Library (self-directed Programs currently in progress, completed or saved by the user)

### Core Components

1. **Enterprise Admin Portal:** Web-based management system for HR and administrators
2. **T5 Programs:** 25-minute structured learning experiences following Learn → Act → Earn methodology
3. **TFive Pro:** Enterprise workspace with company-trained Tairo AI and curated program library
4. **TFive One:** Private personal workspace with personal Tairo AI and self-directed program access
5. **Tairo AI:** Intelligent coaching companion that adapts to workspace context and user needs

## Detailed Feature Specifications

### 1. Enterprise Admin Portal

#### 1.1 Admin Authentication & Setup

**Purpose:** Secure enterprise onboarding and account management

1. Support multiple authentication methods: email/password, Google Auth, SSO integration
2. Enable two-factor authentication for enhanced security
3. Provide configurable password policies across organization
4. Validate admin credentials with secure session management
5. Offer configurable timeout periods for security
6. Include password recovery with security verification steps
7. Ensure only authorized personnel access administrative functions

#### 1.2 Directory Integration

**Purpose:** Seamless connection with existing enterprise user management systems

1. Integrate directly with Microsoft Active Directory and Google Workspace
2. Automatically import user and organizational hierarchies
3. Use secure OAuth flows to establish connections

#### 1.3 Organizational Values & Goals Configuration

**Purpose:** Customize AI coaching and programs to align with company culture and objectives

1. Select from predefined templates covering common enterprise objectives
2. Upload custom documents describing company values and culture
3. Manually enter specific goals and priorities
4. Support multiple file formats (PDF, Word, text) with security validation
5. Directly influence Tairo AI coaching and program recommendations
6. Ability to edit this to add or remove context for the AI

#### 1.4 User Management & Invitations

**Purpose:** Comprehensive lifecycle management of enterprise users

1. Send individual email invitations with unique secure tokens
2. Support bulk CSV uploads for large-scale user onboarding
3. Configure invitation expiration periods for security
4. Track invitation status (sent, accepted, expired, declined)
5. Assign different roles (employee, manager, admin) with appropriate permissions (to be finalized later but roles and permissions should be handled in the auth flow now)
6. Deactivate enterprise workspace when users leave while preserving personal data

#### 1.5 Billing & Subscription Management

**Purpose:** Complete financial operations and subscription lifecycle management

1. Integrate with Stripe for flexible subscription management
2. Base pricing on user count and feature tiers (No of programs allowed every month etc)
3. Display current subscription status, usage analytics, upcoming billing cycles
4. Integrate with Stripe Billing for Invoicing, Subscription upgrade / downgrade etc

#### 1.6 Analytics & Insights Dashboard *(to be worked on later)*

**Purpose:** Measure program effectiveness and employee wellness trends

1. Provide comprehensive insights into employee engagement and program completion
2. Anonymize and aggregate all personal data to protect individual privacy
3. Display participation rates, popular program types, average stress levels
4. Show productivity correlations and wellness trends
5. Enable custom date ranges and filtering by department, time period, program type
6. Support data export for HR analytics system integration
7. Generate reports for organizational insights and decision-making

# 2. Tfive 25-Minute Program Framework

## 2.1. Core Principles

* **Fixed Duration**: Every program is exactly 25 minutes
* **Universal Structure**: Learn → Act → Earn (with flexible time splits)
* **AI-Guided**: Tairo personalizes every session without showing you the behind-the-scenes structure
* **Results-Focused**: Each session gives you clear progress and rewards

## 2.2. How The Framework Works

### The Big Picture

**Every 25-Minute Session Has Three Parts:**

**LEARN Section (7-18 minutes depending on program type)**

* Reading Material Options:
  + Quick Read (3 minutes) - short, focused content
  + Deep Read (up to 10 minutes) - comprehensive information
* Audio Content Options:
  + Conversation format (2 people talking about the topic)
  + Presentation format (1 expert speaking)

**ACT Section (2-13 minutes depending on program type)**

* Guided Activities with Timer (breathing exercises, yoga, movement)
* Practice Cards with Tips (flashcard-style learning with explanations)
* Think & Reflect Moments (personal reflection questions)

**EARN Section (Always 5 minutes, with rewards for completion)**

* Quiz (test your understanding)
* True and False format
* Celebrate Your Progress (recognize what you accomplished)
* Discover New Programs (see what to try next)

## What's Inside Each Section

### Learn Section: How You Get Information

#### Reading Material

* **Quick Read (3 minutes)**
  + About 500 words (like reading 2 pages)
  + Focuses on one main idea
  + Easy to understand takeaways
  + Broken into short paragraphs
* **Deep Read (up to 10 minutes)**
  + About 1,800 words (like reading 7 pages)
  + Covers multiple related topics
  + Split into clear sections
  + Builds from simple to complex

#### Audio Content

* **Conversation Style (5-10 minutes)**
  + Two people discussing the topic
  + Natural, easy-to-follow dialogue
  + Real-world examples and stories
  + Questions and answers format
* **Presentation Style (5-10 minutes)**
  + One expert explaining the topic
  + Organized like a mini-lecture
  + Clear learning goals stated upfront
  + Tips you can use immediately

### Act Section: What You Actually Do

#### Guided Activities

* Breathing exercises (2-5 minutes) - Follow along with instructions
* Movement activities (3-8 minutes) - Simple physical exercises
* Relaxation practices (5-10 minutes) - Stress relief techniques
* Quick skill practice (1-3 minutes) - Bite-sized skill building

#### Interactive Learning

* Practice cards with detailed explanations
* Real-life scenario practice with feedback
* Skill exercises with immediate tips
* Personal reflection questions with prompts

#### How Activities Work

* Built-in timers so you know how long each part takes
* Unlock achievements as you complete activities
* Optional: see how others are doing (if you want)
* Set personal challenges to keep improving

### Earn Section: Your Rewards and Recognition

#### How We Check Your Understanding

* Multiple choice questions (2-3 quick questions)
* True/false confirmations
* "What would you do?" scenarios
* Rate yourself on what you learned

#### Two Types of Rewards

* **Work Rewards**: Chosen by your employer (gift cards, team events, company perks, group celebrations like holiday parties)
* **Personal Rewards**: From Tfive's catalog (branded items, special events, charitable donations, premium program access)
* Progress badges and completion certificates
* Bonus points for daily streaks and consistent participation

## 2.3 Five Different Program Types

## At a Glance

| **Program Type** | **Learn Time** | **Act Time** | **Earn Time** | **Best For** |
| --- | --- | --- | --- | --- |
| **Getting Started** | 15 min | 5 min | 5 min | New topics, quick refreshers |
| **Deep Learning** | 18 min | 2 min | 5 min | Important information you need to know well |
| **Hands-On Practice** | 8 min | 12 min | 5 min | Building real skills through practice |
| **Personal Wellbeing** | 10 min | 10 min | 5 min | Health, wellness, and personal growth |
| **Creative Exploration** | 7 min | 13 min | 5 min | Innovation, creativity, discovering possibilities |

### Program Type 1: Getting Started (15-5-5)

**What it's for**: Your first time with something new, quick refreshers

* **Learn (15 min)**: Introduction to the topic, basic concepts
* **Act (5 min)**: Simple reflection or easy exercise
* **Earn (5 min)**: Welcome quiz, first points, explore what's next

**Real Examples**:

* Learning about your company culture
* Setting up personal goals
* Understanding workplace wellness
* Getting familiar with new digital tools

### Program Type 2: Deep Learning (18-2-5)

**What it's for**: When you need to absorb lots of important information

* **Learn (18 min)**: Detailed explanations and comprehensive content
* **Act (2 min)**: Quick check to make sure you understood
* **Earn (5 min)**: Test your knowledge, earn certification points

**Real Examples**:

* Company policy training
* Health and safety education
* Technical knowledge building
* Legal compliance requirements

### Program Type 3: Hands-On Practice (8-12-5)

**What it's for**: Building real skills through doing, not just reading

* **Learn (8 min)**: Essential concepts and techniques
* **Act (12 min)**: Guided practice, trying things out
* **Earn (5 min)**: Show what you learned, track your improvement

**Real Examples**:

* Communication skills workshop
* Leadership development
* Learning new software
* Language conversation practice

### Program Type 4: Personal Wellbeing (10-10-5)

**What it's for**: Equal focus on understanding and practicing wellness

* **Learn (10 min)**: Understanding strategies and why they work
* **Act (10 min)**: Practice the techniques yourself
* **Earn (5 min)**: Reflect on progress, celebrate milestones

**Real Examples**:

* Stress management techniques
* Building healthy habits
* Mental health awareness
* Mindfulness and relaxation

### Program Type 5: Creative Exploration (7-13-5)

**What it's for**: Innovation, creativity, and discovering new possibilities

* **Learn (7 min)**: Get inspired and understand the framework
* **Act (13 min)**: Create, explore, experiment
* **Earn (5 min)**: Share what you created, earn exploration points

**Real Examples**:

* Innovation brainstorming
* Career path exploration
* Creative writing exercises
* Vision and goal-setting

## 4. How Tairo (Your AI Guide) Works

### What Happens When You Start

1. **Tairo asks about you**: What's your goal? What's your current situation? How do you like to learn?
2. **Tairo picks the right program type**: Based on your answers, chooses the best structure for you
3. **Tairo personalizes your content**: Adjusts materials to match your needs and interests
4. **Tairo tracks your journey**: Remembers what works for you and suggests improvements

### How Tairo Adapts to You

* **Adjusts difficulty in real-time**: If something's too easy or hard, Tairo notices and adapts
* **Learns your preferences**: Remembers if you prefer reading vs. audio, morning vs. evening sessions
* **Tracks your habits**: Notices when you usually complete programs and when you tend to stop
* **Suggests what's next**: Recommends programs based on what you've enjoyed and what would help you most

### What You Experience

* No confusing menus or complicated choices
* Smooth transitions between learning, acting, and earning
* Feels like talking to a knowledgeable friend
* Always know how you're progressing

## 6. How We Know It's Working (Analytics post MVP)

### After Each Session, We Track

* **Did you finish?** How many people complete the full 25 minutes
* **Were you engaged?** How much time you spent actively participating in each section
* **Did you learn?** How well you did on the final quiz
* **Did you enjoy it?** Your rating of the session (thumbs up/down, 1-5 stars)

### Over Time, We Watch For

* **Are you getting better?** Improvement in skills or knowledge over multiple sessions
* **Are you changing habits?** Whether you're applying what you learned in real life
* **Do you keep coming back?** How often you return for more programs
* **Are you reaching your goals?** Progress toward the objectives you set initially

### Across All Users, We Monitor

* **Which programs work best?** What types of content get the best results
* **How accurate are our suggestions?** Whether Tairo's recommendations match what people actually enjoy
* **Are rewards motivating?** Which types of rewards encourage people to participate more
* **What learning paths emerge?** Common sequences of programs that lead to success

## 7. Making It All Work

### Creating Content That Fits

* All materials must fit exactly into their time slots
* Multiple versions available for different skill levels
* Works well on phones, tablets, and computers
* Accessible for people with disabilities

### Keeping Quality High

* Every program follows the time structure exactly
* All content tested to ensure it takes the right amount of time
* Learning outcomes clearly defined and measured
* User experience tested with real people before launch

### Built to Grow

* Content library organized so new programs are easy to add
* Technology designed to handle thousands of users
* Ready for multiple languages
* Can connect with other workplace systems and apps

### 3. User Registration & Dual Workspace System

#### 3.1 User Onboarding Flow

**Purpose:** Seamless account creation and workspace setup

1. Verify user eligibility through secure invitation links with unique tokens
2. Capture essential information while maintaining privacy principles
3. Validate password strength and security requirements during registration
4. Automatically provision both enterprise and personal workspaces after registration
5. Ensure appropriate permissions and complete data separation between workspaces
6. Provide guided onboarding tour introducing both workspaces
7. Explain privacy model and different purposes of each workspace
8. Capture explicit consent for data usage, calendar integration, wellness tracking
9. Ensure compliance with privacy regulations (GDPR, CCPA)

#### 3.2 TFive Pro (Enterprise Workspace)

**Purpose:** Professional development integrated with company systems and culture

1. Serve as professional development environment for company-sponsored programs
2. Integrate with Google Workspace and Microsoft Teams calendars
3. Provide contextual coaching and stress management based on work patterns
4. Feature enterprise-trained Tairo AI aligned with company values and goals
5. Maintain individual personalization within organizational context
6. Include company-curated program library with mandatory training modules
7. Offer recommended development paths based on role and career stage
8. Provide completion data and anonymized wellness metrics to administrators
9. Enable organizational insights and ROI measurement for HR teams

#### 3.3 TFive One (Personal Workspace)

**Purpose:** Private personal development independent of employment

1. Provide completely private environment without enterprise visibility
2. Focus personal Tairo AI exclusively on individual needs and preferences
3. Exclude any company context or organizational training from AI responses
4. Include self-directed wellness programs and personal skill development
5. Support custom-created content and personalized learning paths
6. Encrypt all data separately from enterprise systems
7. Ensure continuity when users change employers
8. Allow connection of personal email addresses for communications and backup
9. Enable data export at any time for user control and portability

### 4. Tairo AI Companion System

#### 4.1 Contextual AI Architecture

**Purpose:** Intelligent coaching adapted to workspace and individual needs

1. Operate as two distinct AI instances with different training contexts
2. Train enterprise instance on company data, values, and culture (TFive Pro)
3. Focus personal instance purely on individual development needs (TFive One)
4. Maintain conversation history and learn user preferences over time
5. Adapt coaching style based on user interaction patterns and feedback
6. Provide program recommendations based on goals, completion history, calendar patterns
7. Enable natural language processing for conversational interactions
8. Maintain context awareness across multiple sessions and conversations

#### 4.2 Calendar Integration & Analysis

**Purpose:** Proactive stress management and schedule optimization

1. Analyze calendar patterns to identify stress indicators and meeting overload
2. Detect back-to-back meetings, excessive meeting loads, insufficient break time
3. Send proactive notifications for schedule optimization opportunities
4. Provide pre-meeting preparation suggestions and agenda summaries
5. Suggest meeting consolidation when multiple short meetings could be combined
6. Integrate with Google Workspace and Microsoft Teams with strict privacy controls
7. Offer real-time calendar access while maintaining data security
8. Recommend stress management programs during high-stress periods

#### 4.3 Program Recommendation Engine

**Purpose:** Personalized content suggestions based on multiple data points

1. Combine calendar stress analysis, wellness check-ins, completion history, stated goals
2. Recommend appropriate T5 Programs based on current user state and needs
3. Adapt to user preferences, available time slots, demonstrated learning patterns
4. Explain recommendation reasoning to build user trust and transparency
5. Allow user feedback to improve future suggestion accuracy
6. Provide emergency interventions for users showing significant stress or wellness concerns
7. Support different recommendation strategies for enterprise vs. personal workspace contexts

### 5. Wellness Check-in System

#### 5.1 Daily Mood Assessment

**Purpose:** Regular wellness data collection and trend analysis

1. Present 5-question daily check-in upon login or workspace switch
2. Cover key wellness areas: mood, stress levels, energy, sleep quality, work satisfaction
3. Support multiple response formats: Likert scale, emoji selection, slider inputs
4. Allow users to skip check-ins but implement maximum skip limitations
5. Complete assessment in under 1 minute to minimize friction
6. Provide guidance text to clarify questions and improve response accuracy
7. Store responses with encryption and workspace-appropriate privacy levels

#### 5.2 Data Processing & Insights

**Purpose:** Intelligent analysis and response to wellness data

1. Process wellness data for personal trend analysis and coaching insights
2. Integrate check-in responses with Tairo AI for proactive program recommendations
3. Generate anonymous enterprise aggregation for organizational wellness reporting
4. Identify predictive wellness indicators and early warning signs
5. Provide intervention recommendations for declining wellness trends
6. Enable real-time data processing for immediate coaching responses
7. Ensure GDPR/CCPA compliance with full user control over data
8. Support data export and deletion capabilities for user privacy rights

### 6. Integration Ecosystem

#### 6.1 Communication Platform Integration

**Purpose:** Native integration with workplace communication tools

**Slack Integration:**

1. Develop custom Slack app for seamless workplace integration
2. Send direct message notifications for program reminders and check-ins
3. Enable progress sharing capabilities within team channels
4. Provide slash command interface for quick access to programs and Tairo
5. Support bot interactions directly within Slack conversations

**Microsoft Teams Integration:**

1. Create native Teams app for Microsoft-centric organizations
2. Deliver channel-based notifications for team wellness initiatives
3. Integrate with Teams meetings for calendar analysis and stress detection
4. Enable Tairo bot interactions within Teams chat interface
5. Sync with Teams calendar for comprehensive schedule optimization

#### 6.2 Calendar & Productivity Integrations

**Purpose:** Deep integration with daily workflow tools

1. Integrate with Google Calendar API for real-time schedule analysis
2. Connect with Microsoft Graph API for comprehensive Office 365 access
3. Support multi-calendar environments for complex scheduling scenarios
4. Provide real-time synchronization of calendar changes and updates
5. Enable meeting preparation and agenda optimization features
6. Analyze productivity patterns and suggest workflow improvements

#### 6.3 Authentication & Security Integrations

**Purpose:** Enterprise-grade security and user management

1. Support Microsoft Active Directory for centralized user management
2. Integrate with Google Workspace for streamlined authentication
3. Enable generic SSO providers for flexible enterprise requirements
4. Implement OAuth 2.0 standards for secure third-party connections
5. Provide secure token management with automatic refresh capabilities

## Technical Architecture

### Backend Infrastructure

1. **Framework:** FastAPI (Python) for high-performance API development
2. **Authentication:** Better-auth or similar
3. **Cache:** Redis
4. **Database:** MySQL
5. **Vector Database:** Pinecone for vector database
6. **Payment Processing:** Stripe API for subscription and billing management
7. **File Storage:** Cloud-based storage with CDN for global content delivery

### Frontend Applications

1. **Framework:** React web application with modern UI components

### AI/ML Infrastructure

1. **Language Models:** Multiple LLM support for Tairo AI capabilities (Architecture to be finalized)
2. **Vector Storage:** Pinecone for enterprise knowledge and personalization data