Innovera Q&A All Hands DB – Requirements

**Complete version**

**Admin features**

* Upload transcript
  + Select file
  + Select which Q&A item it should be associated with
    - Only display closed Q&A items with no transcript attached
  + Complete
    - Save file on database
    - Generate answers for the questions in the Q&A item based on the transcript
* Edit Q&A item
  + View all questions
    - Display as in the user features page, questions and answers
    - Edit answer button if answer is available
    - Delete question
  + Change transcript
    - Remove previous transcript
      * Delete transcript from database
    - Upload a new transcript
    - Regenerate answers

**User features**

*Q&A Sessions tab*

* Display all Q&A Items as expandable cards
  + Start expanded if Q&A item is opened
  + Collapsed view
    - Tag “Open for questions” for when submit is available for a given item
    - Tag “Waiting on meeting transcript” when item is closed and no transcript is attached
  + Expanded view
    - Display all questions
      * Mantain the tag
      * Display submit button if Q&A item is open
      * Display “Answer will be generated” in the answer space if the item is “Waiting on meeting transcript”
      * Display the answer in the answer space if the item is complete
      * Omit the answer space if the Q&A item is open
  + Auto refresh once transcript is uploaded and answers are ready

*Submit*

* Question input box
  + Once user stop typing AI insights will display
    - OK in green if there are no similar questions
    - Warning if there might be similar questions
      * Can be cliked when a popup shows the similar question and its context
      * X on the top to close
* Additional context input box
* Target person
* X on the top to close and cancel the submission
* Confirm submit
  + If warning is not sorted an additional confirmation popup will appear
    - Display similar question and context
    - Close button
    - Confirm button

*Ask anything*

* Chat box for the user to submit a question
* Display the answer in chat

**First version**

**Admin features**

* Upload transcript
  + Select file
  + Select which Q&A item it should be associated with
    - Only display closed Q&A items with no transcript attached
  + Complete
    - Save file on database
    - Generate answers for the questions in the Q&A item based on the transcript
* Edit Q&A item
  + View all questions
    - Display as in the user features page, questions and answers
    - Edit answer button if answer is available
    - Delete question
  + Change transcript
    - Remove previous transcript
      * Delete transcript from database
    - Upload a new transcript
    - Regenerate answers

**User features**

*Q&A Sessions tab*

* Display all Q&A Items as expandable cards
  + Start expanded if Q&A item is opened
  + Collapsed view
    - Tag “Open for questions” for when submit is available for a given item
    - Tag “Waiting on meeting transcript” when item is closed and no transcript is attached
  + Expanded view
    - Display all questions
      * Mantain the tag
      * Display submit button if Q&A item is open
      * Display “Answer will be generated” in the answer space if the item is “Waiting on meeting transcript”
      * Display the answer in the answer space if the item is complete
      * Omit the answer space if the Q&A item is open
  + Auto refresh once transcript is uploaded and answers are ready

*Submit*

* Question input box
  + Once user stop typing AI insights will display
    - OK in green if there are no similar questions
    - Warning if there might be similar questions
      * Can be cliked when a popup shows the similar question and its context
      * X on the top to close
* Additional context input box
* Target person
* X on the top to close and cancel the submission
* Confirm submit
  + If warning is not sorted an additional confirmation popup will appear
    - Display similar question and context
    - Close button
    - Confirm button

*Ask anything*

* Chat box for the user to submit a question
* Display the answer in chat