AI Assistant Requirements:

1. Email Management:

* Ability to connect and authenticate with Outlook for email access.
* Read and process incoming emails.
* Categorize emails by priority: urgent, normal, informational.
* Extract and understand key deliverables and tasks from email content.
* Create a daily task list based on prioritized emails.
* Draft polite and contextually appropriate response emails.
* Send responses or save them as drafts based on user confirmation.

2. Calendar and Meeting Management:

* Access and read user’s calendar for appointments and events.
* Set up meetings based on user prompts (date, time, participants).
* Send calendar invites to participants automatically.
* Provide reminders for upcoming meetings.
* Take notes during meetings using Microsoft Teams or a similar platform.
* Summarize meeting notes and key action items for user review.

3. Task and Voice Note Management:

* Create a daily task list that includes tasks derived from emails and meetings.
* Accept and transcribe voice notes from the user and convert them into tasks.
* Allow for task prioritization and organization based on deadlines or urgency.

4. Integration with OpenAI (e.g., ChatGPT):

* Connect to the OpenAI API to leverage language processing capabilities.
* Provide conversational interactions either via voice or text.
* Answer queries and assist with drafting content using AI.

5. Media Search Capabilities:

* Ability to search for images and videos based on user queries or tasks.
* Integrate with platforms like Google Images, YouTube, or internal resources for sourcing media.

6. User Experience Features:

* Multi-platform accessibility (desktop, mobile, web).
* Responsive voice interface for hands-free operation.
* Customizable settings for notification preferences, voice responses, and more.
* Data security features to protect sensitive information from emails, notes, and meetings.
* Machine learning capabilities to learn user preferences and improve responses over time.

Additional

1. Natural Language Processing (NLP):
   * Enhance understanding of user intent through improved NLP capabilities for more effective communication.
2. Collaboration Tools Integration:
   * Integrate with productivity tools such as Google, or Slack for seamless task assignment and communication.
3. Reporting and Analytics:
   * Generate weekly or monthly reports on tasks, completed deliverables, and meeting outcomes.
4. Personalization:
   * Learn user preferences for response tones, task management styles, and preferred meeting times for improved interactions.
5. Reminders and Follow-Ups:
   * Implement a follow-up feature for action items from emails or meetings that require future attention.
6. Feedback Mechanism:
   * Have a system in place for the user to provide feedback on tasks and responses for continuous improvement of the assistant's performance.
7. Smart Scheduling:
   * Use machine learning to suggest optimal times for meetings based on user availability and preferences.
8. Connect to Alexa
   * Be able to support a connection to Alexa for smart connections and feedback, such as: weather, location, trivial questions.