SCOPE DOCUMENT

Product Name: Chief (Renameable AI Companion)
Document Type: Scope / Vision / MVP / v1.0 / v1.1 / Roadmap
Version: Draft 2
Team: ATC – Team 2

Date: November 25, 2025

1. Product Overview

Chief is a renameable, lifelong AI companion that lives one gesture/tap/voice away on every device (phone, watch, laptop, car). It summons instantly as a frosted transparent overlay for natural text/voice interaction, listens to all communication channels (Gmail, Slack, WhatsApp, iMessage, Instagram DMs, voice notes), extracts actionable items across work and personal life (tasks, events, commitments, follow-ups, workouts, recipes, family reminders), prioritizes with deep context/memory, auto-schedules via calendar sync, and acts in other apps through APIs (e.g., add to Health, Notion, or send approved messages).

Fully offline-capable via quantized on-device LLM for capture/reasoning. Privacy-first: granular permissions, user-owned data, Trust Center for transparency.

The goal is to eliminate all mental load, reduce stress, and create "mind like water" — users focus on living, not remembering/planning.

2. Product Vision

To build the first true AI friend that grows with you for life: always one tap away, understands your entire world (work, health, family, goals), remembers everything with empathy, and quietly makes things happen without effort.

Chief evolves from executive assistant to study buddy, life coach, and companion — renameable, personality-adapted, and seamlessly integrated into every device/app. Users never open another productivity tool; Chief disappears into their flow.

3. Philosophy / Guiding Principles

Chief follows an expanded GTD-inspired loop for full-life orchestration:

Capture → Clarify → Organize → Prioritize → Schedule → Notify → Act

- **Capture:** Extract from all channels/apps (work + personal); offline notes/voice.

- **Clarify:** Identify actionable/time-bound with one-tap micro-interactions.
- **Organize:** Group by context (project, person, deadline, energy, life domain).
- **Prioritize:** Score on urgency, importance, sender, mood, patterns (ML-learned).
- **Schedule:** Auto-block time in calendars with smart rescheduling.
- **Notify:** Alert only when needed (native, urgency-filtered, voice/lock-screen).
- **Act:** Perform API actions in apps (e.g., book appointment, add workout).

Chief should feel:

Warm, empathetic, trustworthy, invisible (one-gesture access), and uniquely yours (renameable personality).

4. Problem We Are Solving

Users face:

- Scattered info across 10+ apps/channels (work email/Slack + personal WhatsApp/Health).
- Mental overload: Holding 4–7 things consciously leads to missed deadlines/family commitments.
- Friction in creation: 7–15 steps to add a task vs. just speaking to a friend.
- Notification chaos: 200+ pings/day without context/priority.
- No offline reliability: Tools fail on planes/travel.
- Impersonal tools: Cold interfaces ignore energy, humor, or life holistically.
- Privacy distrust: Data shared without control.

No system unifies work/life, acts autonomously offline, or feels like a true friend.

5. Scope

In Scope

- Universal one-gesture summon (overlay with text/voice) on all devices.
- Reading/writing via APIs in communication/productivity/lifestyle apps (permissions-based).
- Detecting/extracting tasks/events across work + personal (deadlines, workouts, recipes).
- Categorizing/clarifying actionable items with micro-interactions.
- ML priority scoring (urgency, context, energy patterns).
- Automatic full-life scheduling (calendar blocks, rescheduling).
- Real-time/offline updates; proactive actions (e.g., reminders, app integrations).
- User configuration: Permissions, personality, rename, Trust Center.
- Basic security: End-to-end encryption, on-device processing.

Out of Scope (for now)

- Sending unapproved messages/actions (v2+ with safeguards).
- Multi-user coordination (e.g., family sharing).
- Advanced delegation (e.g., negotiating with others).
- Deep domain expertise (e.g., medical diagnosis, legal advice).
- Hardware integrations beyond standard devices (e.g., smart home v2+).
- Enterprise-scale (team workflows later phases).

6. MVP (Version 0)

The smallest version proving the "friend" loop: one-gesture capture → prioritization → scheduling → calendar sync (work-focused first).

MVP Capabilities:

- Gmail + Slack ingestion (read-only).
- Trigger-based extraction (tasks, deadlines, meetings).
- Basic rule-based priority + VIP sender list.
- Auto time-blocking on Google/Apple/Outlook.
- One-gesture summon on mobile/web (overlay for voice/text input).
- Daily summary notifications (opt-out).
- Privacy basics: Granular toggles. Target: 70% accuracy, 60% users never reopen app after setup.

7. Version 1.0

Goal: Full one-gesture everywhere + offline brain + personal channels.

Key Additions:

- WhatsApp + iMessage/SMS + voice notes.
- On-device quantized LLM for offline capture/clarification/scheduling.
- ML priority engine (learns overrides, energy patterns).
- Smart rescheduling + focus protection.
- Universal gestures (watch/laptop/car).
- Weekly transparency report ("Saved 75 min this week"). Target: 85% accuracy, 80% users <1 app open/week.

8. Version 1.1

Goal: Lifelong companion with full-life actions + personality.

Key Additions:

- Integrations: Teams, Linear/Jira/Notion, Health/Reminders.
- Deep context/memory (infinite, user-owned).
- Evolving personality (warm, renameable, humor-adapted).
- Proactive prep (meeting summaries, workout details, recipes).
- Habit guarding + weekly planning.
- Trust Center (data viewer/deleter). Target: 92% accuracy, 90% users <1 app open/week.

9. Success Metrics

Phase	Accuracy	Planning Time Saved	% Users <1 App Open/Week	Trust Score
MVP	≥70%	≥45 min/day	≥60%	≥75%
v1.0	≥85%	≥90 min/day	≥80%	≥85%
v1.1	≥92%	≥120 min/day	≥90%	≥90%

10. Risks & Mitigations

- Privacy breaches → On-device first, E2E encryption, Trust Center audits.
- Over-automation → One-tap overrides, personality nudges for confirmation.
- Offline accuracy → Hybrid LLM (device basic, cloud opt-in for advanced).
- Device fragmentation → Phased rollout (iOS/Android first, then desktop).
- User trust building → Start with work, expand to personal post-beta feedback.

11. Strategic Ask

Approve Chief as the renameable, one-gesture AI companion for work and life. Resource a cross-functional team for MVP by Q1 2026. Let's build the friend that changes everything.