# **Project Overview**

This project is an AI-powered governance operations assistant designed for membership associations, nonprofits, and healthcare societies. It makes internal governance documents such as policy statements, board minutes, committee minutes, resolutions, and press releases instantly searchable, retrievable, and citable.

The MVP (minimum viable product) will serve as a proof-of-concept pilot for early adopters. It must demonstrate the core value proposition:

* Private and secure use of only organizational documents (no external sources).
* Fast, accurate retrieval and summarization of governance documents.
* Clear citations (document title, number, date).
* A simple, branded, web-based interface for staff.

# **Why It Matters**

* **Efficiency:** Frees governance staff from manual lookups and cross-referencing.
* **Accuracy:** Always retrieves the latest approved version of a policy or resolution.
* **Scalability:** Works just as well with 10 files as it does with 10,000.

# **Scope of Work**

### **Core Features (MVP Deliverables)**

1. **Document Ingestion**
   * Accept input formats: DOCX, PDF (text), TXT, Markdown.
   * Capture metadata: titles, dates, type (resolution, policy, minutes, statement).
   * Handle large/multi-year archives.
2. **Private Knowledge Base**
   * Store and retrieve only from uploaded/internal documents.
   * Ensure privacy and security of sensitive board materials.
3. **Retrieval & Q&A**
   * Provide accurate answers from long policy/resolution documents.
   * Always cite source document (title, resolution number, date).
   * Example queries:  
     + *“What did Resolution 45 (2025) say about Medicaid?”*
     + *“Show me all resolutions about workplace violence in the last 5 years.”*
4. **User Interface**
   * Simple branded chat interface.
   * Web-accessible with secure access (e.g., password or link).
   * Display retrieved text and citations clearly.
5. **Deployment & Handoff**
   * Host MVP on a cost-effective platform.
   * Provide documentation for use and basic technical setup.

# **Technical Stack**

* **RAG (Retrieval-Augmented Generation):** LangChain + OpenAI
* **Backend:** FastAPI (Python)
* **Frontend:** Next.js
* **Vector Database:** Supabase (Postgres + pgvector)
* **Hosting**: AWS(EC2)
* **Reference**:
  + https://github.com/mallahyari/rag-ebook/tree/main
  + https://github.com/mallahyari/modernbert-semantic-search

# **Out of Scope (Not Required for MVP)**

* Role-based access.
* SharePoint/Google Drive sync.
* Usage analytics.

# **Timeline**

* **Estimated MVP delivery:** by 10/5.
* Progress updates to be shared daily.

# **Deliverables**

* Hosted MVP application accessible via secure URL.
* Ability to upload and query at least 100+ governance documents for testing.
* Functioning chat interface with Q&A, citations, and upload dashboard:  
  + Upload support for PDF, DOCX, TXT, and Markdown files.
  + Grab metadata fields: titles, dates, and type.
  + Organized by categories, with subfolders by year so staff can easily manage archives and updates.
  + Simple replace/delete options to handle new versions or retire old documents.
* Documentation for both users and handoff to the client.

# **Definitions of files**

| **Category** | **Description (What belongs here)** | **Examples of Files** |
| --- | --- | --- |
| **Resolutions** | Formal decisions adopted by the governing body (Council, Board, House of Delegates). Include approved, amended, or superseded resolutions with numbers and dates. | “Resolution 45 – Medicaid Expansion (2025)”;“Amended Resolution on Telehealth (2023)” |
| **Bylaws & Governance Policies** | Foundational rules and governing documents that define organizational structure and decision-making. | “Bylaws – Revised 2024”;“Articles of Incorporation”“Governance Policy Manual” |
| **Board & Committee Proceedings** | Official records of Board and committee activities, including agendas, meeting packets, and minutes. | “Board Meeting Agenda – March 2025”;“Executive Committee Packet – July 2025”“Board Minutes – May 2025” |
| **Policy & Position Statements** | Official organizational positions or guiding principles on specific issues. Approved by governing body to guide advocacy and practice. | “Policy Statement on Workplace Violence (2023)”;“Position Paper: Childhood Vaccinations” |
| **External Advocacy & Communications** | Outward-facing communications with external stakeholders, such as government, regulators, coalitions, or the media. | “Letter to Congress on Medicare Reform (2025)”;“Press Release: New Policy on Laboratory Safety”;“Sign-On Letter Supporting Cancer Screening Access” |