DESCRIPTION

This project will deliver a Corresponding Secretary AI Agent designed to manage organizational email workflows end-to-end. The system will read and summarize emails, draft high-quality responses, leverage internal documents to answer questions accurately, and send emails with appropriate safeguards. The solution includes a web-based frontend and an API-driven backend, both hosted on a home server.

DELIVERABLES

- Frontend web application for inbox management, summaries, drafting, and approval
- Backend API for email ingestion, AI processing, document retrieval, and sending
- Home server deployment with containerized services and tunneling
- Setup, deployment, and usage documentation

Phase 1 — MVP (Weeks 1–4)
- Inbox connection, viewing, and threading
- Email and thread summarization
- Draft reply generation and approval workflow

Phase 2 — Document Intelligence (Weeks 5–7)
- Document upload and indexing
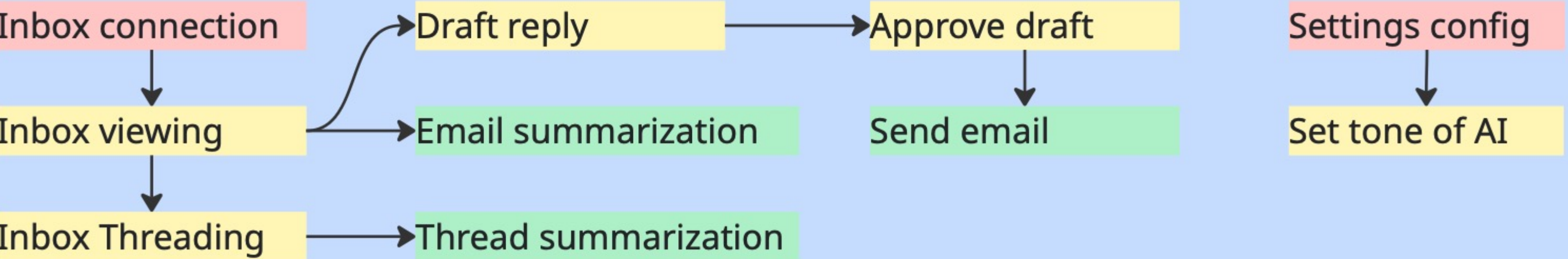- Document-grounded Q&A; and cited responses

Phase 3 — Bulk Operations & Optimization (Weeks 8–11)
- Bulk summarization and prioritization
- Scheduled digests and performance optimization

Phase 4 — Documenting and Deploying
- Technical documenting of API frontend and backend
- Deploy on server

Phase 1 (Backend)

Inbox connection → Inbox viewing → Inbox Threading

Inbox viewing → Draft reply → Approve draft → Send email

Inbox viewing → Email summarization

Inbox Threading → Thread summarization

Settings config → Set tone of AI

Phase 1 (Frontend)

Create frontpage → Settings access

Create frontpage → Inbox connection

Inbox connection → Email summarization presentation

Inbox connection → Approve draft

Inbox connection → Thread summarization presentation