

Task Design Report: Template Usage & Configuration Guidelines

Sprint: 1

User Story 24: Develop Prompt Templates

Task 30: Create usage guide for each template

Description: Define User Manuals and Configuration Logic for Automation Templates

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1. Objective

The purpose of this task is to create comprehensive usage guides for the three core automation templates (Meeting, Personal, Travel). These guides are necessary to ensure users understand *how* the templates are triggered, *what* data is shared, and *how* to override them.

While the templates (Task 26) define the *logic*, this task defines the *interface instructions* to prevent user confusion, particularly regarding privacy permissions (Location) and safety overrides (Travel).

2. Data Analysis

2.1 Addressing the "Silent" Meeting False Positives

- Observation: While all of recorded calendar events correlated with "Silent" mode, the data also showed "Silent" mode usage *outside* of calendar events (e.g., during deep work or sleep).
- Implication: A calendar event is a sufficient trigger, but not a necessary one. Users may need to manually invoke the "Meeting" template for ad-hoc conversations not on the calendar.
- Guideline Decision: The guide must explain how to manually toggle the "Meeting" state for unscheduled interactions.

2.2 Privacy in "Personal Time"

- Observation: The "Personal Time" template relies heavily on "Home" location data.
- Implication: For this template to function, users must be comfortable granting location permissions.
- Guideline Decision: The usage guide must explicitly detail *why* location is needed (geofencing) and how to set "Home" coordinates without exposing real-time tracking to external senders.

2.3 Safety Overrides in "Travel"

- Observation: The "Travel" template is triggered by **in_vehicle** activity. However, the system cannot inherently distinguish between a driver and a passenger.
- Implication: A strict "Driving Mode" lock-out could frustrate users who are merely passengers.
- Guideline Decision: The guide must define a "Passenger Override" flow that disables the safety restrictions while keeping the context-aware auto-response active.

3. Usage Guide Definitions

The following sections outline the content required for the user-facing guides for each template:

3.1 Guide A: "Meeting" Template Usage

- Primary Trigger: Automatic (Synced Calendar / Zoom / Teams).
- User Action Required: Ensure work calendar is synced with the app.
- Manual Override:
 - *Action*: "Tap 'End Meeting' button in notification shade."
 - *Use Case*: Meeting ends early or is cancelled.
- Configuration Note: "If you are attending a webinar where you are just listening, you can switch the response mode from 'Busy' to 'Available - Listening' in settings."

3.2 Guide B: "Personal Time" Template Usage

- Primary Trigger: Automatic (Geofence: Home + Time: >6 PM).
- User Action Required:
 1. Define "Home" location in Settings.
 2. Set "Quiet Hours" (Default: 6 PM - 8 AM).
- Privacy Note: "Your specific location (GPS) is never shared in the auto-response. Senders only receive the generic context: 'Personal Time'."
- Urgency Filter: "To allow family members to break through 'Personal Time', add them to the 'VIP List' in the Contacts tab."

3.3 Guide C: "Travel" Template Usage

- Primary Trigger: Automatic (Activity Recognition: Moving Vehicle).
- User Action Required: None (Safety Default).
- Passenger Mode:
 - *Action*: "Tap 'I am a Passenger' on the lock screen."
 - *Result*: Unlocks keyboard and allows manual texting; keeps "Travel" auto-response active for incoming messages.
- Safety Warning: "For your safety, manual typing is disabled by default when vehicle movement is detected."