Quillio

Team 7 - Sprint 2 Planning Document

Ammar Husain, Anoop Jain, Charlie Crouse, Jenna Ellis, Jiwon “Daniel” Kim, Prashanth Koushik

Sprint Overview

During this sprint, we will be focusing integrating transcription process into the rest of the code base. We will be working heavily on code refactoring, integrating emailing services into various components of the web application, and inserting keywords both before the meeting begins and after the meeting ends. These features will be used to fulfill the main goal of Quillio, that is, transcribing meeting contents, as well as adding more features that enhance user experience and account management. The general goal of this sprint is to implement the major features of our project that really define what Quillio’s purpose is.

SCRUM Master: Jenna Ellis

Meeting Plan: Sundays 4:00-6:00PM, Tuesdays 3:00-4:15PM, Thursdays 3:00-4:15PM

Risks and Challenges:

- NLP research will be time consuming and could lead to a dead end in development. We hope to overcome this risk by having significant backup plans, and by managing our research and development time wisely.
- Integrating each module requires containerization and installing a load balancer in heroku, which is something no one on the team has worked on in the past. This will likely take up a significant amount of time at some point during this sprint, and we will keep it in mind throughout development.
- Code cleanup will be a huge task as we need to restructure a lot of our codebase to be modular and efficient. This is being handled by making every team member responsible for refactoring their own code.
- Integrating different aspects of the Google Speech to Text API at the same time could lead to transcript inconsistencies.

Current Sprint Detail

User Story 1: I would like to be able to access my meeting transcriptions (and summaries) in a web application.

Task Table:

Task Number	Description	Time	Task Owner
1	Integrate meeting recordings and GST with core app	15	Anoop, Ammar, Charlie
2	Store returned transcript in note model	4	Charlie
3	Create UI for displaying the transcript text	4	Ammar
4	Add edit and update feature	6	Charlie

Acceptance Criteria:

- Given that all different features get integrated, the user should not need to open any external applications when using our applications.
- The transcribed meetings should be stored as a text document in our database.
- The UI should be consistent with already developed modules.
- The transcribed meetings should be editable after the meeting has concluded.

User Story 2: I would like my meetings to be tagged based on meeting topics.

Task Table:

Task Number	Description	Time	Task Owner
1	Research LDA API	4	Anoop and Jenna and Ammar
2	Get basic demo running with sample text	6	Anoop and Jenna and Ammar
3	Run barebones tagging on some sample transcripts	2	Anoop and Jenna and Ammar
4	Create route in meeting processing module that returns array of tags	4	Anoop and Jenna and Ammar
5	Integrate with UI	6	Anoop and Jenna and Ammar

Acceptance Criteria:

- Tags generated by keyword search or tags given by the users should be inserted into meeting model in the database.
- A search query token starting with # should trigger a search through tag.
- A search query using # will return all meetings with the given tag.

User Story 3: I would like to search for meetings I have access to based on tags.

Task Table:

Task Number	Description	Time	Task Owner
1	Integrate tags from meeting into meeting model in the database	4	Prashanth and Daniel
2	Include a filtering character ('#') to specify that search token is for tags	2	Prashanth and Daniel
3	Modify searching function to filter for tags	4	Prashanth and Daniel

Acceptance Criteria:

- Tags generated by keyword search or tags given by the users should be inserted into meeting model in the database.
- A search query token starting with # should trigger a search through tag.
- A search query using # will return all meetings with the given tag.

User Story 4: I would like to integrate emailing services into Quillio, in which activation emails, password reset, and other email notifications are available.

Task Table:

Task Number	Description	Time	Task Owner
1	Research Celery/SendGrid mailing services integration with flask and with mongoengine.	5	Jenna and Charlie
2	Integrate mailing service of choice into Quillio (create a general module for emailing)	3	Jenna and Charlie
3	Create email templates for user activation, password reset, and inviting users to Quillio.	4	Jenna and Charlie
4	Integrate email notification into existing code base to automatically execute when appropriate.	3	Jenna and Charlie
5	Add front end features for users to invite others to Quillio.	3	Jenna and Charlie

Acceptance Criteria:

- Given that research of the listed mailing services is successful, it is determined which is more appropriate for integration with our entire tech stack and security protocol.
- Given that the mailing service of choice is integrated into the Quillio code base, emailing should be accessible in any module of the project.
- Given that email templates are successfully created, emails for all purposes are easy to read and understand, and have a simple UI.
- Given that users can invite third party individuals to use Quillio, there should be a functioning front end form in which logged in users can enter an email address and an email is sent to the recipient linking them to the signup page.

User Story 5: I would like to tag important keywords in a given transcript of text. (Analyze for keywords and topics discussed).

Task Table:

Task Number	Description	Time	Task Owner
1	The meeting transcript should be fed to a service that determines keywords.	6	Anoop and Charlie and Ammar
2	The generated Keywords should be associated with the meeting.	5	Anoop and Charlie and Ammar
3	Meeting model should be updated to include keywords (accessible by search algorithms)	4	Anoop and Charlie and Ammar

Acceptance Criteria:

- Given that the transcript is created and analyzed, an external service should extract the important keywords from the transcript.
- Keywords should be relevant to the meeting, and a user should be able to infer details about the meeting from the keywords
- The model for meetings should include an accessible list of keywords.

User Story 6: I would like to be able to edit my meeting transcriptions.

Task Table:

Task Number	Description	Time	Task Owner
1	Display transcripts in a meeting directory	8	Daniel and Prashanth
2	Allow users to edit transcript	8	Daniel and Prashanth
3	Save edits made by users to database	6	Daniel and Prashanth
4	Update tags based on edits made by users	8	Daniel and Prashanth

Acceptance Criteria:

- Transcripts for a meeting should be accessible and visible to all members in the meeting.
- Transcripts should be editable by all members in the meeting.
- Edited transcript should replace transcript in the database.
- Edited transcript should be analyzed by the keyword analyzer automatically and replace tags generated from the old transcript with tags generated from the edited transcript.

User Story 7: I would like to have a user-friendly design that will let me efficiently navigate my meetings/workspace.

Task Table:

Task Number	Description	Time	Task Owner
1	Update current meeting/group dashboards to link individual cards to their respective meetings (right now it does this, but it’s really hacky).	10	Jenna and Prashanth
2	Create view that corresponds to a unique meeting URL.	5	Jenna and Prashanth
3	Clean up UI during navigation throughout the entire app.	6	Jenna and Prashanth

Acceptance Criteria:

- Given that the meeting and group dashboards are functional, a logged in user should be able to successfully navigate into meeting directories and view group information without any bugs.
- Given that unique meeting URLs have an established view, a logged in user should be able to successfully view information for a specific meeting and its associated transcription.
- Given that UI cleanup is successful, the user should seamlessly be able to find all the appropriate meetings and groups they are a part of and search for any information they need without delay.

User Story 8: I would like the user to provide keywords before each meeting.

Task Table:

Task Number	Description	Time	Task Owner
1	Add parameter to GST call with keywords	4	Jenna and Anoop
2	Design UI element for user to specify keywords	6	Jenna and Anoop
3	Integrate with Meeting-In-Progress UI screen	5	Jenna and Anoop

Acceptance Criteria:

- Given that adding parameters to the Google Speech to Text call is successful, the resulting transcript should be optimized based on those keywords passed in as parameter.
- Given that users can specify keywords from the front end successfully, the view element should be easily accessible with the meeting in question and should be functional.
- Given that keyword specification is fully integrated with the system, a user should be able to see the option to add a keyword to a meeting while in the meeting.

User Story 9: I would like to research how my meeting transcripts can be summarized with meeting highlights.

Task Table:

Task Number	Description	Time	Task Owner
1	Research different summarization techniques	6	Ammar
2	Get article summarization working	8	Ammar
3	Try it with conversations	3	Ammar
4	Group portions of convo by topic then summarize	13	Ammar

Acceptance Criteria:

- Summarization model outputs summary for different conversations.
- Important portions of the conversations are outputted (extraction based summarization algorithm).
- Given that research is done, we should be much closer to being able to implement meeting summarization by the end of this sprint.

Developer Story 10: I would like to clean up and refactor my code base.

Task Table:

Task Number	Description	Time	Task Owner
1	Cleanup Code from Sprint 1	20	All team members
2	Sector code into readable functions.	20	All team members
3	Unification of fractured functions.	20	All team members

Acceptance Criteria:

- All code should be readable and organized.
- Code within a directory should be sectored in a readable manner where each function serves a unique purpose.
- Functions, directories, and tasks that are similar should be unified into a single entity.

Developer Story 11: I would like to run manual (or unit tests where applicable) on all appropriate features created during this sprint.

Task Table:

Task Number	Description	Time	Task Owner
1	General Testing	10	All team members

Acceptance Criteria:

- Given that general testing is successful throughout the sprint, all features should run bug free and there should be documentation (either in unit tests or simple text reports) on how testing was carried out.
- Given that tests are implemented, testing should either be done through unit tests or manual tests.

Remaining Product Backlog

As a user...

1. ~~I would like to be able to create an account in Quillio.~~
2. ~~I would like to login to my Quillio account.~~
3. ~~I would like to be able to create a new meeting directory~~
4. ~~I would like to add colleagues/academic peers to access a meeting directory.~~
5. ~~I would like to be able to invite peers to use Quillio if they do not already have an account.~~
6. ~~I would like my meetings to be recorded~~
7. ~~I would like my meetings to be transcribed.~~
8. ~~I would like my meeting transcriptions to be emailed to all members of the meeting.~~
9. I would like my meeting transcripts to be summarized with meeting highlights.
10. I would like my summaries to have rich text media and hyperlinks to team artifacts (if time allows).
11. ~~I would like my meetings to be tagged based on meeting topics.~~
12. ~~I would like to search meetings I have access to based on tags.~~
13. ~~I would like to search meetings based off of title, members, and date.~~
14. ~~I would like to be able to access my meeting transcriptions and summaries in a web application.~~
15. ~~I would like to be able to edit my meeting transcriptions~~ and summaries.
16. I would like to share my meeting transcriptions and summaries with others.
17. I would like to view topics covered in the meeting based on predefined agenda.
18. ~~I would like to create a specialized group, for recurring meeting team figures.~~
19. I would like to provide some set objectives and agenda points before my meeting.
20. I would like said objectives to be analyzed with the transcripts after the meeting.
21. I would like to be notified if all objectives were covered in a given meeting.
22. I would like to specify a new meeting directory as professional or academic in nature (if time allows).
23. I would like to see my transcripts get better/more accurate the more I use the service (if time allows).
24. I would like to see my transcripts be developed as the meetings is happening (if time allows).
25. ~~I would like to be able to upload a pre-recorded audio file to be turned into a transcript.~~
26. ~~I would like to have a clean user interface to see my organized meetings.~~
27. ~~I would like all of my audio files and meeting transcripts to be stored in a database so that I can access them the next time I log in.~~

As a member of a meeting group...

1. I would like to be able to use Quillio for meetings for my company or my schoolwork.
2. In a corporate setting, I would like people in my company to be able to share meeting notes with their peers and superiors.
3. In a corporate setting, I would like supervisors to be able to access transcriptions and summaries of the supervisor's employees.
4. I would like to track user contribution to each meeting.
5. I would like to view meeting productivity analytics.
6. ~~I would like to be able to delegate an admin position to an individual in a given group.~~
7. I would like to be able to reference meeting notes in presentations.
8. In an academic setting, I would like to be able to mark summary notes up based on their validity and relative importance after the automated summarization.
9. I would like to schedule recurring meetings to my preferred calendar service straight from Quillio.

As a developer…

1. ~~I would like an organized work-flow that encourages team collaboration on all ends.~~
2. ~~I would like to be able to track issues that are currently facing the development of the service.~~
3. I would like to see individual contributions to the project.
4. ~~I would like to convert an audio file of speech to text~~
5. ~~I would like to convert a stream of audio being sent to a program to text~~
6. I would like to groom converted speech to text and remove any unreadable language.
7. ~~I would like to tag important keywords in a given transcript of text.~~
8. ~~I would like to distinguish between speakers in a given audio file of speech.~~
9. I would like to train the NLP to get better the more recordings there are.
10. I would like to see certain usage/user statistics that help aid development.
11. ~~I would like to securely store the user's' information.~~
12. ~~I would like to produce thorough documentation at each step in the development process.~~