*Generated for: SmartAssist Mtg Notes - May 1 (rasha.gh22@gmail.com)*

# SmartAssist Mtg Notes - May 1

TechNova LLM proj - pre-kickoff call

People:

* Sarah (CEO) - enthusiastic, clear on biz needs
* Alex (CTO) - tech lead, knows what he wants
* Maya (Head of Eng) - will be our main contact, seems competent!

What they want:

* Internal LLM to search across their systems - KNOWLEDGE SILOS forming
* Team wasting ~30% TIME (!!!) just looking for info or answering same Qs repeatedly
* Small team (5-8 ppl) but growing
* Need better docs + easier onboarding

MAIN PAIN POINT = devs can't find info across systems, repeating work

Integration priorities:

* GitHub + Notion = TOP priority!!! (code + docs)
* Maya specifically mentioned code documentation as big pain
* Slack = important but secondary
* GDrive = nice to have
* Try to get all 4 if possible by end \*

Tech stuff:

* RAG system w/ OpenAI (GPT-4? ask later)
* Need vector DB - they mentioned Pinecone/Weaviate
* Must deploy on AWS (they already use it)
* Python backend + TypeScript/React frontend
* SECURITY CRITICAL - data can't leave their systems!!
* check if we need data processing pipeline for code understanding

$$ Budget:

* $20-25K for implementation - CONFIRMED
* ~$650/mo ongoing (API, maintenance)
* they seem cost-conscious - startups lol

Timing:

* No hard deadline but want by mid-Aug
* Sept = new hires coming in
* 3 months should work

Success =

* 50% less time searching (THIS IS KEY)
* 80% accurate answers
* Cut onboarding: 4wks → 2wks
* need to make sure users actually adopt it!

Maya = dedicated contact person (25% time) - GOOD!

To do:

* Draft project charter by Fri!!!
* Get system docs from Alex tmrw
* Need team ready 7-10 days after charter approved
* Set up milestones in charter (early win?)

Random thoughts:

* They seem to have solid foundation, good technical understanding
* GitHub integration = biggest pain - START HERE
* Maya gets it - will be good partner
* Team seems aligned on needs (good sign)
* Fast ROI important - they're burning $ on inefficiency
* Need to find dev who knows code understanding/documentation well
* Maybe build simple prototype first to show progress?
* Need to manage expectations on accuracy - LLMs hallucinate!

Next:

* Charter (Scope) draft → review → approval
* Find right devs (ML + coding exp)
* Get Alex's docs ASAP
* Book kickoff when ready