

Technical Document – Annexure I of Team's Lunch Mobile Application

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Annexure I

1. Project Overview

✓ Business Need

The goal of this project is to develop a mobile application that allows users to schedule online meetings and order food delivery in time for the scheduled online meetings. Furthermore the mobile application shall enhance several steps of the sales process, such as prospecting, sending relevant invites, recording meetings, making meeting summaries, questionnaires after meetings and making order proposals based on meeting summaries.

✓ Stakeholders

Actor	Task
End-Users	Allows users to schedule online meetings and get redeem code to order food, sending relevant invites, recording meetings, making summaries and making order proposals.
Admin	Allow admin to control and manage all the activities and tasks which will be done by end-users.

✓ Project Scope and Development Deliverables

This project scope comprises of the following components to deliver:

- Design and Development of Mobile Application for End-User (iOS & Android)
- Development and Integration of API
- Development of Admin Web Panel

2. Technologies

Development Phases		Tools & Technology
Requirement Gathering and Analysis	Proposal Drafting, SRS Writing and User Flow Diagram	Microsoft Office Word 2019 / Microsoft Office Presentation 2019 / Microsoft Office Vision 2019
	Wire Framing	Axure / UiZard
Development	Application	Flutter / React Native
	Web Backend	Node.js / PHP (Laravel)
	Database	MongoDB / MySql

Version/s Supported	Android	9.0 and above
	iOS	13.0 and above
	Browser	Google Chrome, Safari, Mozilla Firefox
Quality Assurance & Testing	Test Cases	MS Office Excel 2019
	Testing	Manual

3. Features and Scope of Work

➤ User registration and login

- **Profile making**

- Upload profile photo
- Edit text/presentation on photo
- Upload sound file to listen to presentation
- And/or upload video presentation (
- Share profile teamslunch.com/username link

➤ Scheduling online meetings

- Choose available slots and weekdays for meetings
- Sync with user calendar so no double booking occur/see what slots are available
 - Google Calendar
 - Outlook
 - iOS

➤ Book a Teams Lunch

- **teamslunch.com/username**

- Send invite link. teamslunch.com/username through crm, email, sms, linkedin, messenger /any digital media (I would send 100 invites per day through automatic LinkedIn contact making engines or 1000 invites through automatic email with Hubspot CRM sending email to all my clients)
- Potential client click on link: teamslunch.com/username
- Choose available time slot
- Fill in invited person user data

- Name
- Company
- Email
- Mobile
- Potential message to the teamslunch.com/username
- Save all data for each client in TeamsLunch user database, to be connected to relevant sales data of that client at later stage

- **Confirmation page**

- Thank you, the meeting is booked for timeslot/date and an email with calendar booking is sent invitedperson@email.com
- Also the redeem code for ordering lunch with Uber Eats is sent to your email
- Link to set up your own [TeamsLunch.com/usernamepage](https://teamslunch.com/usernamepage)

➤ **Complementary AI Invitor and Pitchor for TeamsLunch™**

TeamsLunch™ will also add a generative AI TeamsLunch Invitor/Pitchor that send invites based on the profile of the invited to maximize outcome and increase number of meetings. The AI will also like posts of the potential client and endorse his or her skills mentioned on LinkedIn.

- Write a search term on LinkedIn and paste the search link into TeamsLunch AI
- Write a short pitch about your company, for example: “We headhunt and recruit top salespeople”
- TeamsLunch AI send invitations based on short pitch (300 characters) and scanning potential customers LinkedIn pages and then send invites via email or linkedin or both. For example:
 - “Hi “Name”, we headhunt and recruit top salespeople. Would be great to be able to help in your “companyname” growth process. We have recruited successfully to other companies in your “industry”. Looking forward to getting in contact with you!”
- TeamsLunch AI will also
 - Click on each prospect profile and
 - Like their posts and
 - Like their comments and
 - Endorse their skills.

➤ **Complementary AI Meeting Listener and Summarizer for TeamsLunch™**

TeamsLunch™ will also add an AI to record all meetings, summarize them in text and deliver various relevant data to the meeting. Such as time of meeting, who spoke, number of sales questions, number of asks, positivity, and rank potential outcomes as well as proposing an adequate follow up.

- During meeting a TeamsLunch AI listens to the meeting as an extra person in the meeting.
- The TeamsLunch AI should be invited to all meetings by default
- The TeamsLunch AI should ask to join the meeting when meeting starts
- The TeamsLunch AI records the meeting
- The TeamsLunch AI make summaries of meetings
- Tone of voice.
- Who speaks percentage
- Questions asked and answers to those questions, summaries
- Overall summary of meeting
- If there is special data that should be delivered to an offer, start questions by “would you like” and then ask “offer” and let those points be delivered as datapoints to GetAccept, for example “would you like”, “2 years for 149 SEK per month” or “1 year for 199 SEK per month”. And let those the answer be recorded as a datapoint.
- Let TeamsLunch AI data collection order text be adjusted by user.

➤ **Questioner from TeamsLunch™ meeting**

After meeting, let TeamsLunch AI ask a set of questions to the client and register the answers in TeamsLunch and sync with CRM.

• **Propose questions**

- What’s your overall comment to this meeting, rate 1-5 stars
- Relevant meeting?
- Good presentation from “name”?
- Good to get lunch?
- Value of “company brand” after meeting, better?””

• **Let user change questions**

➤ **Teams Lunch™ sales report and CRM sync**

Get relevant data from meeting and sync with CRM, report to salesperson and sales manager.

- Meeting time
- General outcome of meeting
- Offer sent to client, sync data with GetAccept
- Offer read by client, sync data with GetAccept
- Offer signed by client, sync data with GetAccept
- Show stages in TeamsLunch to TeamsLunch.com/username page, also send notifications on signed orders and deliver statistics on all meetings
- Number of meetings performed with teamslunch
- Number of satisfied clients with good meeting ratings
- Number of proposals sent
- Number of proposals read
- Number of proposals signed
- Show data in graphs and numbers

➤ **TeamsLunch™ automatic offers**

In simpler sales of Electricity, Mobile, Broadband and similar the AI can send data directly to GetAccept for sending of an offer directly sent to the client. For example: 2 years of broadband at the cost of x per month, with the first 3 months free.

➤ **Integration with Uber Eats API**

- To get the redeem code from the Uber Eats admin interface <https://developer.uber.com/docs/vouchers/references/api/v1/me-vouchers-redeem-post>.
- Also to see used amount of redeem code. For example: redeem code value 20 Euro but invited person only use 17 Euro then 3 Euro is cash for Teams Lunch, all visible in the Uber Eats admin user interface.

➤ **Push notifications**

- Updates and meeting reminders.

➤ **User profiles and preferences**

- Email
- Mobile, with code confirmation
- Profile photo

- Sound presentation
- Video presentation

- **TeamsLunch status page**

- Show upcoming meetings
- Show history of meetings
- Show total number of meetings
- Average score
- Average meeting length
- Average meetings resulting in offer
- Average offers read
- Average offers signed
- Show details of every meeting
- When
- With who
- Name
- Email
- Linkedin
- Photo, if can get from linkedin
- Summary if can get from linkedin
- TeamsLunch Activity on linkedin profile
- Added
- Sent invite
- Liked posts
- Liked comments
- Endorsed skills
- Length of meeting
- Transcript, choose language
- Meeting summary
- Sent offer
- Read offer
- Signed offer

- **Payment details**

- Stripe
- Payment history
- Receipt
- Download as pdf
- Send receipt

- Always send receipt to email
- Fill in email

- **History of TeamsLunch meetings**

- Booked meetings
- Number of meetings per day/week/month/year
- Person, day, time slot
- Be able to make note on meeting page and share to email/CRM platform sync
- Be able to rate meeting with stars
- In later stage sync with any CRM, potentially through Zapier but also directly with several platforms such as Hubspot, Sales Force and more.

- **Rating and review system for restaurants and delivery service**

I would propose ranking of TeamsLunch, as a meeting tool. Ranking how easy it is to set up meetings, how happy people are to get a lunch, rank meetings outcome, rank increase of closed deals

- Hence use same parameters as most CRM platforms
- Meeting booked
- Meeting done, outcome
- Offer sent
- Order value
- Order signed

- **SEO and sharing in social media**

In the settings of TeamsLunch/username it should be easy to set SEO and sharing opportunities for different social media platforms with easy manuals so that any user can maximize the visibility of their TeamsLunch calendar.

- Make it simple to add SEO settings, Page Name, H1, META description, META words, etc
- Instructions on how to send a TeamsLunch invite through LinkedIn friend request or Messenger or in a CRM platform.

4. Project Management

Before Project is awarded			
Business Analysis	Project Management / Software Development	Business Development / Sales	Accounting
1. Project Identify / Analysis	5. Project Evaluation by technical teams	12. Introduction call	19. Invoice submitted to Daza Ivan.
2. Develop one-page proposal overview	6. Introduction call 1 on 1 interaction with Daza Ivan.	13. Deliverables discussed with Daza Ivan.	20. Payment received
3. Create project management overview	7. System appropriate services determined	14. Milestones discussed	21. Payment confirmation sent to Daza Ivan.
4. Daza Ivan assigned to business manager GBM	8. Requirements / System application architecting	15. Project success discussed	22. Account forwarded to PM
<i>GBM: Global Business Manager</i>	9. Project needs analysis	16. Future growth alignment	
	10. Detailed proposal development	17. Detailed proposal provided	
	11. Cost and Time effort estimation	18. Payment instructions	

After Project is awarded			
Phase 1	Phase 2	Phase 3	Phase 4
1. Project manager assigned	6. Design, Development / technical teams assigned	12. Testing / Quality Assurance	16. Periodic project maintenance
2. Project initiation/ introduction call	7. Project start	13. Live server testing	17. Data backups
3. Online project profile created	8. Daza Ivan feedback on weekly	14. Final bugs issues fixed	18. Web site – System application upgrades
4. Weekly project meetings scheduled	9. Weekly project feedback session- 30 min	15. Campaign completed	19. On line marketing ** Optional
5. Reporting formats explained to <CLIENT NAME>	10. Reports available on-line		
	11. Online Rebel catering access of PM system application		

5. Proposed Team of Project

The proposed team to achieve the deliverables in a time span of 29 Business Weeks comprising of 40 hrs./week is as follows

Designation	Availability
Project Manager	Part Time
Project Expert	Part Time
Designers	Full Time
Developers	Full Time
Quality Analyst	Full Time

