

Internship Progress Report

Date: January 5, 2026

From: Salmane, Intern

To: Management Team

Re: Day 1 - VC Outreach CRM Development Progress

Overview

Today was my first day working on the VC Outreach CRM project. The goal of this tool is to help Astant Global Management streamline investor outreach by using AI to generate personalized emails for each VC contact.

What I Accomplished Today

1. Built the Core Campaign Management System

- Users can create outreach campaigns with custom AI prompts
- Each campaign can target multiple VC contacts
- Added ability to delete campaigns when no longer needed

2. Implemented AI-Powered Email Generation

- Integrated OpenAI's GPT-4o model to automatically write personalized emails
- The AI considers each contact's firm, role, and investment focus
- Generates professional subject lines and email body

3. Created the Draft Review Workflow

- Built an interface to view all generated email drafts
- Users can review each draft, approve it, or regenerate if needed
- Clear status tracking: Draft → Approved → Sent

4. Added Contact Management

- Contacts can be imported from spreadsheets
 - Organized by firm, role, and geography
 - Can add/remove contacts from campaigns
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Current System Capabilities

Feature	Status
Create campaigns	<input checked="" type="checkbox"/> Complete
Add VCs to campaigns	<input checked="" type="checkbox"/> Complete

Feature	Status
AI email generation	<input checked="" type="checkbox"/> Complete
Review & approve drafts	<input checked="" type="checkbox"/> Complete
Mark emails as sent	<input checked="" type="checkbox"/> Complete
Delete campaigns/contacts	<input checked="" type="checkbox"/> Complete
Automatic email sending	➡ <small>soon</small> Next phase

Next Steps (Future Implementation)

Phase 2: Automatic Email Sending

- **Resend API Integration:** Connect to Resend email service to actually send emails directly from the CRM
- No more copy-pasting emails to Gmail

Phase 3: Testing & Quality Assurance

- Test with real VC contacts (sandbox mode first)
- Verify email deliverability
- Test the full workflow end-to-end

Phase 4: Enhancements

- Email templates library for quick reuse
 - Bulk approve/send for efficiency
 - Reply tracking and follow-up reminders
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Technical Notes

- **Stack:** Next.js 14, TypeScript, Supabase, OpenAI GPT-4o
 - **Status:** Development environment working locally
 - **Database:** Supabase (PostgreSQL)
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Questions/Support Needed

1. Resend API key for email sending integration
 2. Access to test VC contact list for QA
 3. Approval on email templates/tone before production use
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Looking forward to continuing development tomorrow. Happy to demo the current progress at your convenience.