Australian National University

COMP8715 TechLauncher

PeakNote

Statement of Work Document

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1 Project Overview

1.1 Background

PeakNote is a Microsoft Teams tab application designed to streamline meeting management by automatically generating comprehensive meeting summaries. Building on the increasingly important role of virtual meetings in today's professional environment, this tool addresses the time-consuming process of manual note-taking and meeting documentation. The application leverages modern AI technologies to transcribe, analyze, and organize meeting content into actionable summaries, enhancing productivity and communication efficiency within teams.

1.2 Vision & Objectives

Empowering teams with intelligent meeting documentation to maximize productivity and ensure no valuable information is lost.

- Automatically generate concise, well-structured meeting summaries from recorded meeting content.
- Implement intelligent extraction of key discussion points, decisions, action items, and deadlines from meeting transcripts.
- Create an intuitive interface that seamlessly integrates with the Microsoft Teams environment, allowing users to easily access, edit, and share meeting summaries.
- Provide settings for users to adjust summary length, formatting preferences, and highlight specific content types based on their needs.
- Enable export of summaries in various formats (Word, PDF, etc.) to integrate with existing document management workflows.
- Implement collaborative editing and commenting on generated summaries to ensure accuracy and encourage team engagement.

1.2.1 Benefits

PeakNote provides significant benefits to Microsoft Teams users across various organizations:

- Time Efficiency: Eliminates the need for manual note-taking during meetings, allowing participants to focus fully on discussions rather than documentation.

- Comprehensive Documentation: Ensures that all key meeting content is captured accurately, reducing the risk of missing important information or action items.
- Improved Follow-up: Clearly identifies action items, responsibilities, and deadlines to facilitate effective follow-up and accountability.
- Knowledge Management: Creates a searchable repository of meeting summaries that preserves organizational knowledge and enables quick reference to past discussions.
- Enhanced Collaboration: Promotes better team alignment through shared access to standardized meeting documentation.
- Accessibility: Provides meeting content in text format, making information more accessible to all team members, including those who couldn't attend.

2 Vocabulary

Term	Description
Minimum Viable Product (MVP)	The most rudimentary iteration of the product, encompassing only the essential functionalities required for user satisfaction.
Stakeholder	An individual, such as an employee, client, or citizen, possessing an association with the product and, consequently, bearing responsibilities and vested interests.
PeakNote	The Microsoft Teams tab application developed to facilitate the automated summarization of meetings.
Audit	Project updates presented to stakeholders by the team at designated intervals, specifically weeks 3, 6, and 10. Such presentations typically involve a review of project materials and relevant demonstrations.
Milestone	Significant junctures within the project timeline, representing natural demarcations in tasks and project progression, e.g., audits, handover, prototype delivery, etc.
Teams Tab	A customizable page integrated within Microsoft Teams, extending the core functionalities of the platform.

3 Project Scope

The PeakNote project will develop a Microsoft Teams tab application that provides automated meeting summary generation. The project scope encompasses the design, development, testing, and deployment of the application within the Microsoft Teams ecosystem. The primary focus will be on creating a user-friendly interface integrated with AI-powered content analysis capabilities to extract and organize key information from meeting recordings or transcripts.

The project will also include development of necessary backend services to process meeting data, generate summaries, and manage user preferences. Additionally, the scope includes creating documentation for users and administrators, as well as establishing a framework for future enhancements.

3.1 Minimum Viable Product (MVP)

The Minimum Viable Product (MVP) for PeakNote in the first half of 2025 will include:

- **Teams Integration:** A functional Microsoft Teams tab application, installable and accessible within the Teams environment.
- **Meeting Summary Generation:** Core functionality to process meeting transcripts and generate structured summaries containing meeting metadata (date, time, participants), key discussion points organized by topic, decisions made, and action items with assignees and deadlines.
- **Basic User Interface:** A clean, intuitive interface allowing users to view, make basic edits to, and save and share summaries within Teams.
- **User Authentication:** Secure login using Microsoft credentials for access control.
- **Data Storage:** A backend system for storing and retrieving meeting summaries for authorized users.

The team anticipates the scope may expand based on user feedback gathered through a configured feedback mechanism. Deliverables during MVP development will include a risk register, decision register, feedback register, and other handover documents as detailed in section 9.3.

3.2 Scope of Work as Deliverables

The team plans to complete the MVP as described above in 3.1.

Key components of PeakNote include:

D1 - Teams Integration Framework

- Microsoft Teams tab application setup

- User authentication and authorization
- Basic UI structure

D2 - Meeting Analysis Engine

- Meeting transcript processing
- Content categorization (discussions, decisions, actions)
- Summary generation algorithms

D3 - User Interface Enhancement

- Summary display and formatting
- Editing capabilities
- Sharing and export functions

D4 - Testing and Deployment

- Unit and integration testing
- User acceptance testing
- Deployment packaging

Any proposed changes to the user stories will be discussed and considered in relation to the project objectives and time available.

4 Project Roadmap

Schedule	**Key Dates**	**Deliverables**
Audit 1	15/03/2025	Project setup, initial Teams tab integration, Statement of Work (SoW), Problematisation, Stakeholder Analysis.
Audit 2	05/04/2025	Meeting analysis engine, basic summary generation, initial UI implementation.
Audit 3	15/05/2025	Project poster and video, complete application demonstration, enhanced UI, sharing capabilities, testing results.
Project Handover	30/05/2025	Handover documentation, test coverage report, updated backlog, deployment package.

5 Resources and Costs

The group anticipates several resource requirements for the development of PeakNote:

- Microsoft Developer Account: Required for Teams app development and publishing, may incur costs for developer licenses.
- Azure Services: Backend hosting, AI/ML services for transcript analysis, and data storage will require Azure resources with associated costs.
- Third-party APIs: Potential integration with specialized services for enhanced transcript processing or analysis.
- Development Tools: Various development tools and environments for the project team.

Costs will be further discussed in more specific details during client meetings.

The team will also require a number of management resources. These include:

- GitHub for version control and code collaboration, supporting efficient workflow among team members as well as task assignment and activity tracking with issues and issue boards.
- Discord/Slack for group communication and activity notifications.
- Microsoft Teams for information client communication and online meetings.
- Microsoft Outlook for more formal client communication and document transfer.

6 Testing

A comprehensive testing strategy will be implemented to ensure PeakNote functions correctly and meets user expectations:

- Unit Testing: Individual components will be tested to verify they function as expected in isolation.
- Integration Testing: Tests will verify that the components work successfully together as a unified system.
- User Interface Testing: Ensure the application's interface is intuitive, responsive, and functions correctly across different devices and screen sizes.

- Cross-browser Testing: Verify compatibility with all major browsers supported by Microsoft Teams.
- Performance Testing: Assess the application's responsiveness and resource usage, particularly with larger meetings and transcripts.
- Security Testing: Validate that user data is properly protected and that authentication and authorization mechanisms function correctly.
- User Acceptance Testing: Conduct testing with representative users to gather feedback on usability and functionality.

The team will implement automated testing where possible to ensure consistent quality throughout the development process. We will establish a dedicated feedback mechanism for users during testing phases to identify and address issues efficiently.

7 Project Basis

7.1 Time Commitment

Each team member is expected to contribute 8 hours of work per week, accompanied by timely information communication with stakeholders. These commitments are elaborated in the internal team charter. This time commitment does not include team and client meetings as well as the team's scheduled tutorial.

- Assumption: The number of hours listed is conditional, given that the team experiences an ideal balance; however, we expect there to be deviations during audit weeks and assessment periods.

7.2 Project Constraints

- Microsoft Teams Platform Limitations: The application must operate within the constraints and capabilities of the Microsoft Teams platform and adhere to Microsoft's development guidelines.
- Data Privacy and Security: The application must comply with data protection regulations and ensure secure handling of potentially sensitive meeting content.

- Performance Requirements: The application must process meeting transcripts and generate summaries within reasonable time frames to maintain user engagement.
- Browser and Device Compatibility: The application must function correctly across all browsers and devices supported by Microsoft Teams.
- Microsoft Authentication: The application must integrate with Microsoft's authentication systems to ensure proper user identification and access control.

8 Project Stakeholders

Client Representatives

Name	**Email**
Vijayanand Selvarathinam	vijay@phoenixictsolutions.com
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Team Members

Name	**Roles**	**Email**
Simon Liu	QA Engineer	u7761758@anu.edu.au
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Jamie Zhang	Cloud Engineer	u7890123@anu.edu.au
Rongze Gao	Product Owner	u7841935@anu.edu.au
Tianfa Zhu	UI/UX Designer	u7615711@anu.edu.au
Zining He	Software Architect	u7805486@anu.edu.au
Tianxiang Zhang	Software Developer	u7861723@anu.edu.au

Note: Some of the team roles mentioned are dynamic, meaning there is the possibility they could change throughout the project. As this is a learning opportunity for all, students may like to experience other roles and responsibilities.

9 Project Management

9.1 Stakeholder Engagement

9.1.1 Team Communication

The team will use Discord as the primary communication platform for day-to-day interactions, with Microsoft Teams used for more formal discussions and client communications. The Discord server will be organized with dedicated channels for different aspects of the project:

- General discussions
- Technical development
- Resource sharing
- Decision tracking
- Reflection and feedback
- Tutor communication

9.1.2 Team Meetings

Weekly team meetings will be held in person where possible, with hybrid options available for remote participants. These meetings will follow a structured format to:

- Review progress on assigned tasks
- Address any blockers or challenges
- Allocate new tasks based on priorities
- Discuss technical decisions and approaches

Meeting notes will be documented and stored in the team's shared repository for reference.

9.1.3 Client Communication

Regular meetings with clients will be scheduled bi-weekly or as needed to provide updates, gather feedback, and align on priorities. Microsoft Teams will be the primary platform for client meetings, with email used for formal communications and document sharing.

9.2 Development Process and Management

The team will follow an Agile development approach with two-week sprints. GitHub Projects will be used to track user stories, tasks, and progress through a Kanban-style board with columns for Backlog, To Do, In Progress, Testing, and Completed items.
Quality control measures will include:

- Regular code reviews before merging into the main branch
- Adherence to established coding standards
- Automated testing as part of the development workflow
- Weekly review of project artifacts and documentation

Risk, issue, decision, and feedback/reflection registries will be maintained and reviewed regularly:

- Risk registry: Outlines technical or external risks that could affect project objectives and schedule, with each risk assigned a rating based on likelihood and consequences.
- Issue registry: Documents all issues that have occurred and affected the project.
- Decision registry: Tracks the decisions made during the development stage and stores feedback from clients.
- Feedback registry: Records all feedback from clients, tutors, or within the team.

Regular retrospectives will be conducted to identify areas for improvement in the team's processes and approaches.

10 Document Acceptance

The undersigned have reviewed and agree to this Statement of Work for Semester 1, 2025.

Client Representatives

Name	Signature	Date
Vijayanand Selvarathinam		
Vishal Suresh		

Team Members

Name	Signature	Date
Simon Liu		

Yuheng Li		
Jamie Zhang		
Rongze Gao		
Tianfa Zhu		
Zining He		
Tianxiang Zhang		