

PeakNote Roadmap

Project: PeakNote – Automated Meeting Minutes for Microsoft Teams

Course: COMP8715 TechLauncher

Team cadence: One working day per week (**Thursdays**)

Goal: Deliver a robust, user-friendly Teams integration that automatically produces clear, action-oriented meeting minutes.

Semester 1 Wrapping Up

Week	Date (Thu)	Focus for the Day	What You Will See	Your Input Requested
11	15 May 2025	<ul style="list-style-type: none">• Present full project roadmap.• Walk through the end-to-end flow chart (meeting → data capture → AI processing → minutes output).• Live demo of transcript retrieval & draft minutes.	roadmap + flow, demo of transcript generation.	<ul style="list-style-type: none">• Approve roadmap scope & milestones.• Confirm transcript-retrieval approach and any privacy constraints.• Provide feedback on minutes layout & tone.
12	22 May 2025	<ul style="list-style-type: none">• Benchmark showcase – same meeting run through several AI models (anonymised).• Updated high-fidelity UI mock-ups.• Sprint review day	Comparison dashboard, refined UI prototype.	<ul style="list-style-type: none">• Rank preferred model or share criteria.• Approve revised UI copy & branding elements.• Sign off Semester 1 deliverables.

Winter Break (23 May – 21 Jul): no formal Thursday sessions

Semester 2 Roadmap (Coding Phase)

Sprint 1 – Build the Backbone (Weeks 4-6)

Week	Date	Outcome for the Day	What You Will See	Your Input
4	14 Aug	Kick-off coding; live service fetching meeting transcript and storing securely.	Working transcript service demo.	Confirm data-retention policy.
5	21 Aug	First AI-generated summary displayed inside Teams.	End-to-end flow in .	Approve tone/style of minutes.
6	28 Aug	Decision & Action-item extraction; Sprint 1 Review day.	Teams app v0.2 - A early working prototype.	Set acceptance thresholds.

Sprint 2 – Beta & User Testing (Weeks 7-9)

Week	Date	Outcome	What You Will See	Your Input
7	4 Sep	Deployment & Testing	How PeakNote is deployed in cloud services.	Approval of selected cloud service.
8	11 Sep	Refine UI & Optimization	Updated UI and better performance of program.	Schedule/approve alpha-test.
9	18 Sep	Alpha rollout to select users; collect feedback. Sprint 2 Review day	Usage dashboard & Alpha test survey results.	Identify any blockers or change requests.

Sprint 3 – Release Candidate (Weeks 10-12)

Week	Date	Outcome	What You Will See	Your Input
10	25 Sep	Live demonstration of full workflow; final UI polish.	Live meeting minutes generation demo.	Final copy & branding sign-off.
11	2 Oct	Preparation of Microsoft Teams Store submission pack.	Submission-ready zip & validation results.	Approve licence text & support details.
12	9 Oct	Final showcase and hand-over. Final sprint review	Version 1.0 demo to course panel.	Agree post-launch maintenance plan.

Key Milestones

Date	Milestone
22 May 2025	Semester 1 deliverables accepted.
28 Aug 2025	MVP accepted (ready for internal use).
18 Sep 2025	Alpha test satisfaction $\geq 80\%$ "useful/very useful".
9 Oct 2025	Final exhibition & grading.