

Meeting Summary

Group Chat Meeting Recap: Product Development & Technical Review

➤ Summary of Key Discussions, Action Items, and Project References*

Speaker Contributions & Technical Discussion

- **Irving B (00:00–00:05):**

- Noted UI issue: Summary popup sometimes hides behind chat messages.
- Proposed wrapping up the performance section with a summary.
- Reported customer issue: Singapore user experienced chat history disappearance after app update.
- Highlighted privacy-first architecture and summarization speed for press release.
- Requested final CEO quote for press release translation.
- Mentioned duplicated chat history after page refresh.
- Noted QA concerns about inconsistent TTFR (Time to First Response) on summarization.

- **Dylan G (00:05–00:15):**

- Proposed recording a 60-second walkthrough demo of summarization and private chat.
- Tasked with preparing a product milestone summary, including market comparison vs. cloud-based chat competitors.
- Agreed to enhance summarization quality via contextual chunking.
- Requested rerunning latency tests with 500-message context (current benchmark: 11.8s avg.).
- Assigned outreach to early adopters for short quotes to evaluate full-context window performance.
- Took ownership of Q&A on technical scalability.

- **Helly R (00:15–00:25):**

- Suggested highlighting enterprise adoption of multi-level summarization module.
- Proposed expanding dataset with 1,000 synthetic chats for testing efficiency.

- Reviewed analytics overlay showing token count per summarization level.
- Compiling support summaries by region and issue category.
- Tasked with automating incident report exports.
- **Mark S (00:25–00:30):**
- Benchmarked 500-message context processing at 11.8s average.
- Confirmed repro of TTFR inconsistency on Pixel 8 emulator with large group chats.

****Action Items****

- **Dylan G:**
- Prepare sprint summary PDF for meeting (by Helly R).
- Handle live summarization demo and record backup video.
- Draft outreach list for early adopter quotes.
- Combine incident report exports with summarization feedback for auto-fine-tune.
- **Helly R:**
- Automate incident report export.
- Compile support summaries by region and issue category.
- **Irving B:**
- Finalize Monday report status summary.
- Ensure CEO quote is included in press release translation.
- **Dylan G & Team:**
- Rerun summarization latency tests with 500-message context.
- Address UI overlap issue on smaller iPhones (chat input bar).

****Scheduled Events****

- **Live Demo:**
- Scheduled for upcoming presentation; backup video to be recorded.
- **Monday Report:**
- Status summary to be prepared by Irving B.

- **Press Release:**
- Translation pending CEO quote finalization.

Technical & Project References

- **Performance Metrics:**
- TTFR comparison chart (summarization vs. private query).
- 500-message context processing benchmark: 11.8s average.
- **Dataset Expansion:**
- 1,000 synthetic chats for testing efficiency.
- **UI Improvements:**
- Fix for summary popup visibility and chat input bar overlap on iPhones.
- **Feature Enhancements:**
- Contextual chunking for improved summarization quality.
- Multi-level summarization module adoption by enterprise users.

Financial/Project Context

- No explicit financial references mentioned.
- Project focus: Product milestone reporting, scalability testing, and UX refinements for enterprise adoption.

➤ End of Recap*