

# Meeting Summary

## Summary of Group Conversation

The conversation involves a team discussing various aspects of their chat summarization product, aiming to improve its performance, scalability, and user experience.

## Key Decisions:

- To create a 60-second walkthrough showcasing the summarization feature (Dylan G)
- To prepare a summary of product milestones and growth metrics, including market comparison with cloud-based competitors (Dylan G)
- To expand the dataset with synthetic chats for testing efficiency (Helly R)

## Action Items and Deadlines:

- Dylan G:
  - Record a 60-second walkthrough
  - Prepare the sprint summary PDF for the meeting (done - Helly R)
  - Handle live summarization demo
  - Handle Q&A responses on technical scalability
  - Prepare outreach list for early adopter quotes
- Helly R:
  - Generate the sprint summary PDF for the meeting (done)
  - Compile support summary by region and issue category
  - Automate incident report export
- Irving B:
  - Prep a status summary for Monday report
  - Review final quote from the CEO section for press release translation

## People Involved:

- Dylan G: lead developer and primary contributor to summarization feature
- Helly R: analytics expert and incident reporter
- Irving B: project manager and customer support representative
- Mark S: QA engineer (noted inconsistencies in TTFR on summarization)

## Ongoing Tasks:

- Improve summarization quality with contextual chunking (next goal - Dylan G)

- Enhance UI by resolving overlapping chat input bar issue (Dylan G)
- Investigate and resolve duplicated chat history after refreshing the page issue (Irving B)