

Meeting Summary

Meeting Recap

- ***Attendees:**** Irving B, Dylan G, Helly R, Mark S

Discussion Summary:

➤ ****Product Development****

- Noted the summary popup sometimes hides behind chat messages (Irving B)
- Prepared a summary for the performance section (Dylan G)
- Recorded a 60-second walkthrough showing summarization and private chat (Dylan G)
- Created a summary of product milestones and growth metrics, including market comparison vs. cloud-based chat competitors (Dylan G)

➤ ****Features and Testing****

- Highlighted adoption of the multi-level summarization module by enterprise users (Helly R)
- Expanded dataset with 1,000 synthetic chats for testing efficiency (Helly R)
- Compared TTFR (Time To First Response) of summarization vs. private query (Dylan G)

➤ ****Incidents and Support****

- Noted customer from Singapore experienced chat history disappearance after app update (Irving B)
- Generated sprint summary PDF for the meeting (Helly R)

➤ ****Future Goals and Plans****

- Enhanced summarization quality with contextual chunking (Dylan G)
- Improved UI feedback, including chat input bar overlap on smaller iPhones (Dylan G)
- Asked early adopters for short quotes to evaluate summarization response time at full context window (Dylan G)

➤ ****Action Items and Scheduled Events****

- Automate incident report export (Helly R)
- Combine summarization feedback with auto-fine-tune (Dylan G)
- Prepare press release for translation, including final quote from the CEO section (Irving B)

Financial or Project References:

- None explicitly mentioned in the conversation.

Scheduled Events:

- Next week's summary report

- Live demo of summarization speed

Action Items:

- Automate incident report export (Helly R)
- Combine summarization feedback with auto-fine-tune (Dylan G)
- Prepare press release for translation, including final quote from the CEO section (Irving B)

Speaker Summary:

- ****Irving B:**** Noted several issues, including summary popup hiding behind chat messages, customer incident report, and UI feedback. Prepared a status summary for Monday report and press release.
- ****Dylan G:**** Led product development efforts, recording a walkthrough, creating summaries, and preparing live demos. Discussed future goals, including enhancing summarization quality with contextual chunking.
- ****Helly R:**** Contributed to feature testing, expanding dataset, and generating sprint summary PDF. Noted analytics overlay improvements and action items for automation.
- ****Mark S:**** Provided benchmark results (500-message context processed in 11.8 s avg) and supported QA efforts, confirming inconsistent TTFR on summarization between runs.

Note: The conversation is quite detailed, but I've tried to capture the essence of each topic discussed. If you'd like me to clarify or expand on any point, please let me know!