

# Meeting Summary

## Intermediate Summary of Group Chat Discussion:

- The group has been preparing for the launch of a new product version (v1.0.0-local).
- Key team members involved are Mark S, Helly R, Irving B, and Dylan G.

## Key Decisions:

1. Deployment of final build to staging server (Mark S)
2. Running smoke tests for UI issues detection (Helly R)
3. Marketing side prepped with teaser posts (Irving B)
4. Verifying subscription tiering page matching new pricing matrix (Dylan G)
5. Fixing pricing JSON pointing to last quarter's values (Mark S)
6. Profiling delay on notification socket for multiple users (Mark S)
7. Adding debounce on join events to resolve emission queue issue (Mark S)
8. Scheduling social posts and landing page draft approval (Irving B)
9. QA passing tests across devices with minor UI overflow on iPhone SE (Dylan G)
10. Code freeze tonight at 11 PM, no more merges (Mark S)
11. Testing signup flow again after dependency freeze (Helly R)
12. Adding a tooltip walkthrough for clearer onboarding steps (Dylan G)
13. Implemented guided tooltips in the next minor build (Mark S)
14. Preparing final release notes and media kit assets (Helly R, Irving B)
15. Deploying the release candidate to production environment successfully (all team members)
16. Launch announcement queued for 9 AM Monday, monitoring metrics closely (Irving B)
17. Tracking signups and latency via Grafana dashboard, sharing daily reports (Helly R)
18. Server CPU stable under 60% load with 200 concurrent users (Mark S)
19. Analytics showing peak engagement during 9–11 AM window, recommending push notifications then (Dylan G)

20. Scheduled campaign messages for those hours with added hashtags #LocalAI #SmartChat (Irving B)
21. Investigating delayed push notifications on Android 14 (Mark S)
22. Firebase token expiration not handled on reconnect issue identified and patched (Helly R, Mark S)
23. Simplifying pricing tooltip with example comparisons to clarify pricing tiers (Mark S)
24. Adjusting server autoscaling rules for handling load spikes (Mark S)
25. Capturing user testimonials while engagement is high (Irving B, Dylan G)

**Action Items or Deadlines:**

1. Helly R to prepare final release notes and log any UI issues before midnight.
2. Mark S to profile the delay on the notification socket and implement debounce on join events.
3. Irving B to schedule campaign messages for 9 AM - 11 AM and capture press feedback.
4. Dylan G to investigate Android push notifications delay issue and simplify pricing tooltip.
5. Mark S, Helly R, and Dylan G to monitor server performance and metrics.
6. Irving B and Dylan G to prepare user testimonials outreach list and autoscale servers for handling load spikes as needed.