

# Meeting Summary

## - \*\*Key Decisions\*\*:

- Finalize a \*\*product milestones and growth metrics summary\*\* with market comparison against cloud-based chat competitors and enterprise adoption of the multi-level summarization module.

- Prioritize \*\*enhancing summarization quality\*\* through contextual chunking and maintaining \*\*response time averages\*\* (e.g., 500-message context processed in 11.8 seconds).

- Highlight \*\*privacy-first architecture\*\* and \*\*local summarization speed\*\* in marketing materials (e.g., press release).

## - \*\*People Involved\*\*:

- \*\*Irving B\*\*: Led discussions on user issues (e.g., chat history disappearance), summary prep, and marketing focus.

- \*\*Dylan G\*\*: Oversees summarization testing, outreach for early adopter quotes, and Q&A on technical scalability.

- \*\*Helly R\*\*: Manages sprint summaries, support issue categorization, and analytics overlays for token count analysis.

- \*\*Mark S\*\*: Provided benchmark data on summarization latency and confirmed technical repro of issues.

## - \*\*Action Items & Deadlines\*\*:

- \*\*Prepare status summary for Monday report\*\* (Irving B).

- \*\*Generate sprint summary PDF\*\* and \*\*automate incident report exports\*\* (Helly R).

- \*\*Rerun summarization latency tests\*\* with 500-message context and expand synthetic chat dataset to 1,000 entries (Dylan G).

- \*\*Record backup video\*\* for live demo and handle Q&A on scalability (Dylan G).

- \*\*Compile support summary by region and issue category\*\* (Helly R).

- \*\*Outreach to early adopters\*\* for quotes to evaluate full-context summarization performance (Dylan G).

- \*\*Finalize CEO quote\*\* for press release translation (Irving B).

## - \*\*Issues & Fixes\*\*:

- Address \*\*UI overlap\*\* on small iPhones and \*\*duplicated chat history\*\* after refresh.
- Investigate \*\*inconsistent TTFR\*\* in summarization and confirm repro on Pixel 8 emulator with large group chats.
- Fix \*\*summary popup visibility\*\* behind chat messages.
- **Next Steps:**
- Combine \*\*summarization feedback\*\* with incident reports for auto-fine-tune adjustments.
- Maintain \*\*response time averages\*\* for next week's performance targets.