

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 **deduplicated 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.