

# Meeting Summary

## Summary of Group Discussion

The group discussion revolves around improving and optimizing the AI-chat feature, "Smart Chat, Local Mind". The team focuses on several key areas:

- **\*\*Performance Optimization\*\***: They discuss and work towards enhancing summarization quality with contextual chunking (goal #30), achieving faster summarization response times (TTFR) at full context window (messages 25-28), and exploring ways to maintain a consistent TTFR average across runs (messages 49, 51).
- **\*\*Feature Enhancements\*\***: The team introduces ideas for threaded replies (message 19), quick-reply templates (message 59), lightweight caching for repeated summarizations (message 83), and adding loading indicators for long summaries on the UX side (message 99-100).

## Key Decisions:

- To push threaded replies to Q3 (message 20) due to complexity.
- To maintain a consistent TTFR average across runs (messages 49, 51).
- To automate incident report export as an action item from the final review meeting (message 97).

## People Involved:

- **\*\*Dylan G\*\***: Key contributor to summarization and private chat walkthroughs, live demo handling, and adding quick-reply templates.
- **\*\*Irving B\*\***: Leads discussions on performance optimization, feature enhancements, and setting deadlines for milestone achievements.
- **\*\*Helly R\*\***: Contributes with insights on user testimonials, dataset expansion for testing efficiency, and analytics overlay development.

## Action Items or Deadlines:

- **\*\*Final Review Meeting\*\*** at 10 AM (message 89).
- **\*\*Sharing Preview Slides\*\*** by tomorrow (message 93).
- **\*\*Automating Incident Report Export\*\*** as an action item from the meeting (message 97).