AI Meeting Scheduler — MVP Plan

■ Goal

Working demo: slot selection → meeting booking → immediate appearance in dashboard.

■ Architecture (High-Level)

Frontend (React + Vite): Public Booking page, Internal Dashboard, Availability Settings screens.

Backend (Express.js): API layer, availability logic, round-robin scheduling, future Calendar integrations.

Database (MongoDB): Collections for Users, Meetings, AvailabilityOverrides, Audit.

■ Data Model (Core Entities)

Entity	Main Fields	Description
User (SAM)	name, email, tz, workingHours, buffers, maxMeetingsPerDay, roundRobinWeight, oauthProvider	Account, availability & rights
Meeting	samId, lead{name, email, phone}, start, end, modality, status, token	Single meeting records with participants and status
AvailabilityOverride	samId, date/range, isBlocked/isExtended, note	Overrides for specific dates (vacations, extensions)
Audit	action, by, payload, createdAt	Tracking for compliance and debugging

■ API Endpoints

GET /api/availability — return available slots.
POST /api/meetings/book — validate and book meeting.
POST /api/meetings/cancel — cancel meeting with token.
GET /api/meetings — list meetings for dashboard.
POST /api/sams — manage SAM availability rules.

■ Main Flows

1. Public Booking: Lead selects slot → validated by server → meeting created → confirmation displayed.

2. Cancel/Reschedule: Token-based link updates meeting status.

3. Round-Robin Assignment: Balanced distribution between SAMs based on weights & load.

■ KPIs

KPI	Measure	Goal
Booking Conversion	% of visitors who book a meeting	Business success
Double-booking incidents	Count of duplicate slot bookings	Zero
Time-to-book	Time from start to confirmation	Fast UX
No-show rate	Meetings not attended	Improve with reminders

■■ Two-Day Plan

Day 1: Setup Vite + Express projects, define DB models, implement availability & booking APIs, basic booking UI, dashboard, README.

Day 2: Improve slot logic (buffers, round-robin), SAM availability UI, write plan & budget, record demo, finalize README.

■ Imash.io Voice Agent (Optional Extension)

Voice agent to book, reschedule, or cancel meetings via phone using Imash.io APIs and webhooks.

Integration: /api/voice/intents handles intents (book_meeting, cancel_meeting, reschedule_meeting).

■ $50 Budget (Simulated)

Item	Description	Cost
Telephony (Twilio/Imash)	Voice agent test calls	$15
LLM confirmations	Dynamic messages for confirmation/reminder	$10
DB hosting	MongoDB Atlas or Render	$10
Frontend/Backend hosting	Vercel / Render / Fly.io	$15
Total		$50

■ Roadmap (Next Week): Google Calendar API, Reminders, CRM Sync, Imash Voice Bot, Analytics Dashboard.