

DECISIONFLOW

Plan Phase Overview

Executive planning narrative and document map

Phase 2 - Plan

Product	DecisionFlow
Document code	DF-P2-00
Version	2.0
Status	Final Public Portfolio Edition — Historical Planning Baseline
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Date	July 2026

Evidence statement

This public portfolio edition distinguishes actual evidence, assumed continuity steps, simulated case-study outcomes, targets, and recommendations. Simulated customers, commercial results, benchmarks, incidents, quotations, and later-lifecycle outcomes are illustrative and must not be interpreted as results from a live commercial product. Evidence labels are retained throughout the package to support transparent and responsible interpretation.

Document Control

Purpose	Provide a concise executive view of the Phase 2 plan and direct readers to the detailed specifications.
Primary audience	Hiring managers, executives, product leadership and cross-functional stakeholders.
Related documents	DF-P2-01 through DF-P2-07.
Review cadence	Update when scope, evidence, architecture, metrics or major decisions change.
Approval state	Historical phase-gate outcome: Conditional Go to Develop.

Revision History

Version	2.0	Owner	Change
1.0	July 2026	Min Thu Kyaw	Restructured Phase 2 planning package; consolidated and standardized source artifacts.

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Executive Summary

DecisionFlow is an AI-powered Decision Intelligence platform designed to convert meeting transcripts into verified decisions, accountable action items and searchable organizational knowledge. The Plan phase translates the developed concept into a draft executable MVP plan covering product scope, AI quality, user experience, architecture, delivery and measurement.

Core planning principle

Validate the decision-intelligence workflow before expanding into live meeting capture, broad integrations, predictive analytics or enterprise administration.

Planning Objective

The objective of Phase 2 is to reduce uncertainty enough to enter development responsibly. The plan answers what will be built, why it matters, how users will experience it, how AI quality will be measured, how the system can be implemented, and which evidence gates must be met before scope expands.

Document Set

Code	Document	Primary purpose	Primary audience
DF-P2-00	Plan Phase Overview	Executive narrative and navigation	Executives / recruiters
DF-P2-01	Product Requirements Document	Problem, goals, scope, prioritization and functional requirements	Product / design / engineering
DF-P2-02	AI Strategy & Evaluation Plan	AI responsibilities, outputs, evaluation and release gates	AI/ML / product / QA
DF-P2-03	UX & Product Design Specification	IA, flows, wireframes and usability validation	Design / product / engineering
DF-P2-04	Technical Architecture Document	System design, security, NFRs and operations	Engineering / DevOps / security
DF-P2-05	Product Backlog & Delivery Plan	Story map, epics, user stories, sprints and quality gates	Delivery team
DF-P2-06	Metrics & Roadmap	North Star, KPI system, instrumentation and releases	Product / analytics / leadership
DF-P2-07	Decision & Risk Register	Decision history, risks, assumptions and phase gate	Leadership / delivery owners

Product Strategy

DecisionFlow is positioned as a Decision Intelligence Platform rather than a generic meeting assistant. The strategic wedge is a decision-first, human-verified workflow that turns unstructured discussion into trusted organizational records and follow-up actions.

Strategic pillar	Customer outcome	MVP expression
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Strategic pillar	Customer outcome	MVP expression
Capture important decisions	No critical outcome is lost	Decision and action extraction with evidence
Drive accountability	Commitments have clear owners	Owner and due-date suggestions plus action tracking
Build organizational memory	Past decisions are retrievable	Approved decision repository and search
Deliver trustworthy AI	Users understand and control outputs	Confidence, evidence and mandatory review
Fit existing workflows	Adoption requires minimal disruption	Web-first post-meeting flow; integrations deferred

MVP Value Slice

MVP End-to-End Value Slice

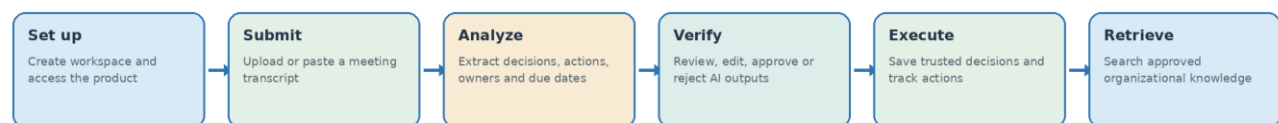


Figure 1. The smallest end-to-end workflow intended to validate customer value.

MVP Scope

Included	Deferred until evidence supports expansion
Workspace creation and secure access	Live transcription and real-time meeting assistance
Transcript upload or pasted text	Calendar, Slack, Teams, Zoom and project-tool integrations
Decision, action, owner and due-date extraction	Native mobile applications
Confidence and transcript evidence	Multi-language support
Human review, editing, approval and rejection	Predictive analytics and autonomous follow-up
Approved decision repository and action dashboard	Enterprise administration, SSO and advanced analytics

AI Strategy Summary

AI Processing and Trust Workflow

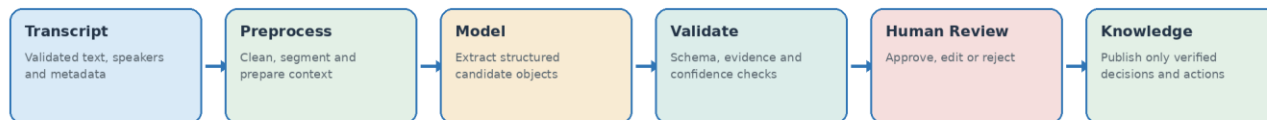


Figure 2. AI creates candidate knowledge; deterministic validation and human approval create trusted knowledge.

The AI layer is responsible for contextual extraction and summarization. Deterministic services remain responsible for authentication, authorization, schema validation, workflow state, persistence, auditability and deletion. Only approved outputs are treated as organizational knowledge.

Architecture Summary

DecisionFlow MVP Technical Architecture

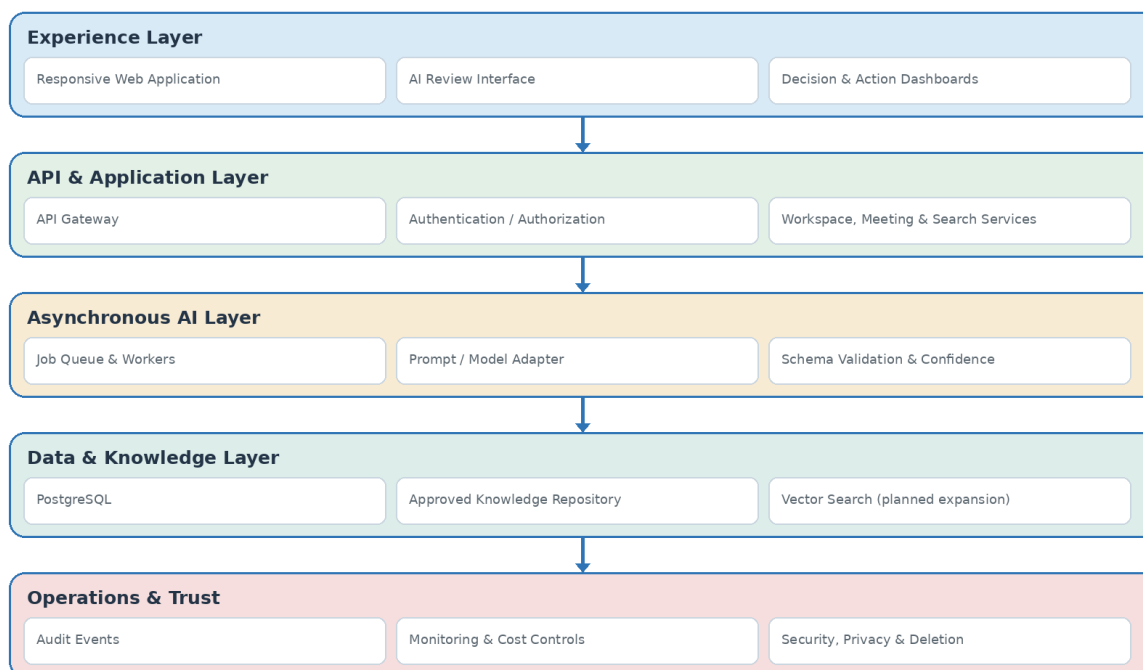
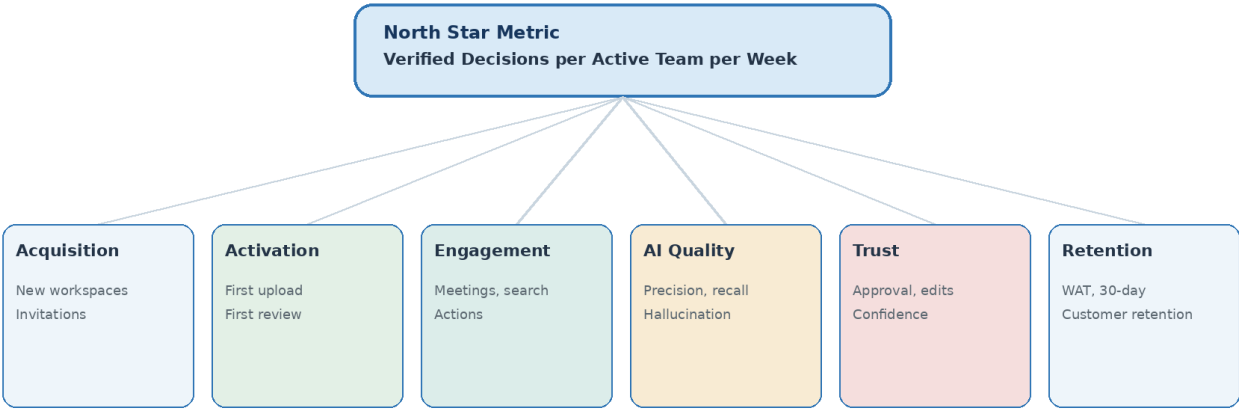


Figure 3. Modular, asynchronous and model-agnostic MVP architecture.

Measurement System

DecisionFlow Metric System



Targets are planning hypotheses until validated with pilot data.

Figure 4. Customer value is measured through verified decisions, supported by adoption, quality, trust and retention metrics.

Dimension	Illustrative planning target
Decision extraction precision	>= 90% on representative annotated evaluation data
Decision extraction recall	>= 85%
Decision approval rate	>= 85% during pilot
Hallucination rate	<= 5%
Activation	User uploads a meeting and reviews AI output
North Star	Verified Decisions Created per Active Team per Week

Targets are hypotheses, not achieved results. Baselines and thresholds must be recalibrated after real dataset evaluation and pilot use.

Delivery Roadmap

Evidence-Gated Delivery Roadmap



Expansion releases proceed only after AI quality, trust, adoption and retention gates are met.

Figure 5. Scope expands only after quality and adoption gates are met.

Major Product Decisions

Decision	Rationale
Position as Decision Intelligence	Differentiates on customer outcome rather than transcription
Post-meeting transcript workflow for MVP	Reduces technical complexity while testing the core hypothesis
Mandatory human review	Trust and knowledge quality outweigh full automation at MVP stage
Model-agnostic AI integration	Enables provider experimentation and reduces vendor lock-in
Store and search approved outputs	Separates probabilistic drafts from trusted organizational records
Responsive web application	Matches desktop-heavy review work and accelerates delivery

Top Risks and Controls

Risk	Potential impact	Primary control
Incorrect or hallucinated outputs	Loss of trust or harmful records	Evidence links, thresholds, human approval and evaluation
Low recall	Important decisions remain missing	Annotated datasets, recall measurement and user correction loop
Review fatigue	Users avoid verification	Prioritized review, progressive disclosure and save-progress
Slow or expensive inference	Poor experience or economics	Async jobs, model routing, token controls and cost telemetry

Risk	Potential impact	Primary control
Weak pilot adoption	Insufficient evidence of value	Guided onboarding, focused persona and workflow interviews
Scope creep	Delayed learning	Frozen MVP slice and decision-log governance

Phase-Gate Recommendation

Recommendation: Conditional Go

Proceed to development only after the initial evaluation dataset, core architecture, backlog estimates, analytics events, security baseline and pilot recruitment plan are confirmed. Items marked complete in source planning checklists should be treated as proposed readiness claims until evidence is attached.

How to Use This Package

- Start with this overview for the five-minute executive narrative.
- Use the PRD for scope and requirements discussions.
- Use the AI plan for model, prompt, dataset and evaluation decisions.
- Use the UX specification for interaction and prototype validation.
- Use the architecture document for implementation and security review.
- Use the backlog plan for sprint execution and traceability.
- Use Metrics & Roadmap for outcome reviews and release gates.
- Use the Decision & Risk Register whenever a major assumption or decision changes.