

DECISIONFLOW

Product Requirements Document

Product definition, MVP scope, feature prioritization and functional requirements

Phase 2 - Plan

Product	DecisionFlow
Document code	DF-P2-01
Version	2.0
Status	Final Public Portfolio Edition — Historical Planning Baseline
Author	Min Thu Kyaw
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	Define the customer problem, desired outcomes, MVP boundary, prioritized capabilities and testable functional requirements.
Primary audience	Product, design, engineering, QA and stakeholders reviewing scope.
Related documents	DF-P2-00, DF-P2-02, DF-P2-03, DF-P2-05 and DF-P2-06.
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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PRD decision rule

A feature belongs in the MVP only when it is required to deliver or measure the complete upload → extraction → review → approved knowledge → action workflow.

Product Definition and Requirements

Document Information

Field	Value
Product	DecisionFlow
Version	2.0
Status	Final Public Portfolio Edition — Historical Planning Baseline
Owner	AI Product Manager
Phase	Plan
Last Updated	July 2026

Background

Organizations spend a significant amount of time collaborating through meetings, yet the outcomes of those meetings are often poorly documented and inconsistently followed. While AI meeting assistants have made transcription and summarization easier, they still require users to manually identify decisions, assign ownership, and track commitments.

Research conducted during the Conceive phase revealed that users are less concerned with obtaining meeting summaries and more concerned with ensuring that important decisions are captured accurately, responsibilities are clearly assigned, and commitments are executed.

DecisionFlow is designed to address this gap by using Large Language Models (LLMs) to transform unstructured meeting conversations into structured decision intelligence.

Rather than replacing existing collaboration tools, DecisionFlow complements them by becoming the system responsible for capturing organizational decisions and ensuring accountability.

Problem Statement

Teams frequently encounter the following challenges after meetings:

- Important decisions are forgotten.
- Action items lack clear ownership.
- Meeting notes are inconsistent across participants.
- Follow-up responsibilities are unclear.
- Historical decisions are difficult to retrieve.
- Managers spend considerable time documenting meeting outcomes manually.

These challenges reduce organizational productivity, delay execution, and create unnecessary communication overhead.

Product Goals

Business Goals

- Validate product-market fit for AI-powered decision intelligence.
- Reduce post-meeting administrative effort.
- Increase user retention through workflow integration.
- Establish a scalable SaaS foundation.

User Goals

Users should be able to:

- Upload meeting transcripts.
- Instantly identify decisions.
- Review AI-generated action items.
- Assign responsibilities quickly.
- Search historical decisions.
- Track execution progress.

AI Goals

The AI system should:

- Identify explicit decisions.
- Infer implicit decisions from conversational context.
- Extract action items.
- Detect responsible owners.
- Identify deadlines when available.
- Estimate confidence for every generated output.
- Explain extracted decisions where appropriate.

Non-Goals

The MVP intentionally excludes:

- Live meeting transcription
- Real-time meeting assistance
- Voice recording
- Calendar synchronization
- Slack integration
- Microsoft Teams integration
- Google Meet integration
- Zoom integration
- Multi-language support
- Mobile applications
- Predictive analytics
- Enterprise administration features

These capabilities may be considered in future releases based on customer feedback.

Success Criteria

The MVP will be considered successful if it achieves the following objectives within the pilot phase.

Product Success

- Users upload meetings consistently.
- Users approve AI-generated decisions.
- Users rely on DecisionFlow for follow-up.

Business Success

- Pilot organizations continue using the platform after evaluation.
- Teams demonstrate measurable reductions in manual meeting documentation.

AI Success

- High precision for decision extraction.
- Reliable action-item identification.
- Low hallucination rate.
- Strong user confidence in AI outputs.

Stakeholders

Stakeholder	Responsibility
AI Product Manager	Product vision, prioritization, roadmap
Engineering Team	Platform implementation
AI/ML Engineer	Model selection, prompts, evaluation
Product Designer	User experience and interface
QA Engineer	Functional and AI quality assurance
DevOps Engineer	Deployment and infrastructure
Beta Customers	Product validation and feedback

User Personas

Primary

- Product Managers
- Engineering Managers
- Project Managers
- Startup Founders

Secondary

- Customer Success Managers
- Operations Teams
- Sales Teams
- Executive Leadership

Each persona shares the common objective of improving accountability and execution after meetings.

Assumptions

The planning phase assumes that:

- Users already possess meeting transcripts.
- Organizations conduct meetings regularly.
- Users trust AI-generated recommendations when review mechanisms exist.
- Large Language Models can reliably identify business decisions.
- Teams are willing to verify AI-generated outputs before publication.

These assumptions will be validated during MVP testing.

Constraints

Technical Constraints

- Dependence on external LLM APIs.
- Limited inference budget.
- Processing latency.
- Context window limitations.

Business Constraints

- Limited MVP development time.
- Small engineering team.
- Budget limitations.
- Need for rapid validation.

Legal Constraints

- User data privacy.
- Secure storage of meeting transcripts.
- Compliance with organizational security policies.

Dependencies

DecisionFlow depends on:

External

- Large Language Model provider
- Authentication provider
- Cloud hosting platform
- Database infrastructure

Internal

- Prompt engineering
- Evaluation datasets
- User interface
- API services
- Background processing system

Product Scope

In Scope

- Workspace creation
- Meeting upload
- Transcript parsing

- AI decision extraction
- AI action extraction
- Owner detection
- Due date detection
- Decision approval workflow
- Search functionality
- Dashboard
- Decision history

Out of Scope

- Real-time meetings
- Video processing
- Audio transcription
- Team collaboration chat
- Enterprise SSO
- Workflow automation
- CRM integrations
- Predictive analytics

Risks

Risk	Impact	Mitigation
AI hallucinations	High	Human approval workflow
Incorrect owner assignment	High	Editable outputs
High API costs	Medium	Prompt optimization
Slow response time	Medium	Background processing
Low user trust	High	Confidence scores and transparency

Open Questions

The following questions will be answered during MVP validation:

- What confidence threshold should trigger mandatory human review?
- How should conflicting decisions across multiple meetings be handled?
- Should users edit AI outputs inline or through a dedicated review interface?
- What is the optimal presentation format for extracted decisions?
- How much explanation should accompany AI-generated outputs?

Release Criteria

The MVP will be released only when:

- Core features are complete.
- Critical bugs are resolved.
- AI evaluation meets quality thresholds.
- Security review is completed.
- User onboarding flow is functional.
- Internal pilot testing is successful.

Exit Criteria for the Planning Phase

The planning phase is complete when:

- Product vision is approved.
- PRD is finalized.
- MVP scope is locked.
- Engineering estimates are completed.
- AI strategy is documented.
- Success metrics are defined.
- Technical architecture is approved.
- Initial wireframes are reviewed.
- Development backlog is prioritized.
- Stakeholders approve transition to the Develop phase.

PRD Summary

DecisionFlow's Product Requirements Document defines a focused MVP that addresses one core problem: converting meeting conversations into structured decisions and accountable action items. The product emphasizes human-reviewed AI outputs, measurable execution improvements, and a scalable architecture capable of evolving into a comprehensive organizational decision intelligence platform.

This PRD provides the strategic and operational foundation required for design, engineering, AI development, and product delivery in the subsequent phases of the project.

MVP Definition and Scope

Purpose

The Minimum Viable Product (MVP) defines the smallest version of DecisionFlow capable of validating the core product hypothesis while delivering meaningful value to early customers.

The objective is not to build every planned feature, but to determine whether AI-powered decision intelligence solves a real customer problem.

MVP Goal

Primary Goal

Validate that AI can accurately identify meeting decisions and action items, enabling teams to reduce manual documentation and improve execution.

Product Hypothesis

Key statement

If Product Managers, Engineering Managers, and Project Managers can automatically extract verified decisions and action items from meeting transcripts, then they will spend less time documenting meetings, improve accountability, and return to DecisionFlow regularly.

Success Hypotheses

The MVP will be considered successful if:

- Teams consistently upload meeting transcripts.

- Users trust AI-generated decisions after review.
- AI-generated action items reduce manual work.
- Teams use DecisionFlow during post-meeting workflows.
- Organizations continue using the product after the pilot.

Target Users

Primary Users

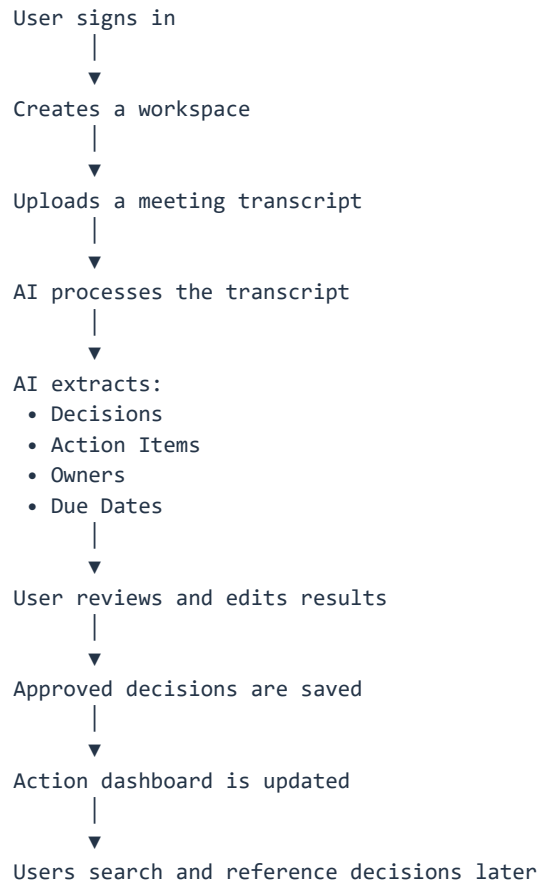
- Product Managers
- Engineering Managers
- Project Managers
- Startup Founders

Secondary Users

- Scrum Masters
- Operations Managers
- Customer Success Managers

The MVP focuses on knowledge workers who regularly conduct structured meetings and are responsible for documenting decisions.

User Journey



In Scope

The following capabilities are included in Version 1.0.

Workspace Management

- Create workspaces
- Invite team members
- Manage workspace settings

Meeting Upload

- Upload transcript files
- Paste transcript text
- Basic transcript validation

AI Processing

- Decision extraction
- Action item extraction
- Owner identification
- Due date extraction
- Confidence scoring

Human Review

- Review AI outputs
- Edit extracted information
- Approve or reject decisions
- Approve or reject action items

Knowledge Repository

- Store approved decisions
- Search decisions
- Filter by project or meeting
- View decision history

Action Dashboard

- View action items
- Filter by owner
- Filter by status
- Track completion progress

Out of Scope

The following features are intentionally excluded from the MVP.

Meeting Capture

- Live transcription
- Audio recording
- Video recording
- Real-time meeting assistant

Integrations

- Google Calendar
- Microsoft Outlook

- Slack
- Microsoft Teams
- Zoom
- Google Meet
- Jira
- Asana
- Linear
- Notion

Enterprise Features

- Single Sign-On (SSO)
- Advanced permissions
- Audit logs
- Enterprise analytics

AI Enhancements

- Multi-language support
- Predictive insights
- Automatic follow-up generation
- Conversation sentiment analysis
- Personalized recommendations

Mobile

- Native iOS application
- Native Android application

MVP Feature List

Feature	Included	Reason
Workspace Management	☑	Required for collaboration
Meeting Upload	☑	Entry point for AI processing
AI Decision Extraction	☑	Core value proposition
AI Action Extraction	☑	Core execution capability
Owner Detection	☑	Supports accountability
Due Date Detection	☑	Supports follow-up
Human Review Workflow	☑	Builds trust in AI
Search Decisions	☑	Creates long-term value
Action Dashboard	☑	Enables execution tracking
Calendar Integration	✗	Deferred to reduce scope
Slack Integration	✗	Future adoption feature

Feature	Included	Reason
Mobile App	✗	Desktop-first validation
Live Meeting Assistant	✗	High complexity with limited validation value

MVP Assumptions

The MVP is based on the following assumptions:

- Users already have access to meeting transcripts.
- Most post-meeting work occurs on desktop devices.
- Users are willing to review AI-generated outputs.
- Human verification increases trust in AI.
- Manual transcript upload is acceptable during initial validation.

These assumptions will be tested through pilot deployments and user interviews.

MVP Constraints

Constraint	Impact
Small engineering team	Focus on essential functionality
Limited development time	Reduce scope to core workflows
AI inference cost	Optimize prompt design and model usage
External API dependency	Build a model-agnostic architecture
Limited training data	Use prompt engineering instead of model fine-tuning

MVP Risks

Risk	Mitigation
AI extraction accuracy is insufficient	Human review workflow and evaluation datasets
Users do not upload transcripts	Simplify upload experience and onboarding
Low trust in AI	Confidence scores and editable outputs
Scope creep	Strict feature acceptance criteria
Long processing times	Asynchronous processing and background jobs

Acceptance Criteria

The MVP will be considered ready for beta when:

- Users can upload meeting transcripts successfully.
- AI extracts decisions and action items with target accuracy.
- Users can review, edit, and approve AI outputs.
- Approved decisions are stored in a searchable repository.
- Action items appear correctly in the dashboard.

- End-to-end processing is reliable and stable.

Definition of Success

The MVP is successful if it demonstrates:

User Outcomes

- Reduced manual documentation effort.
- Increased clarity around ownership and next steps.
- Improved ability to retrieve historical decisions.

Product Outcomes

- Strong activation and retention.
- High decision approval rates.
- Consistent weekly usage by pilot teams.

AI Outcomes

- Decision extraction precision $\geq 90\%$.
- Action item recall $\geq 85\%$.
- Hallucination rate $\leq 5\%$.

Business Outcomes

- Positive pilot feedback.
- Willingness of pilot customers to continue using the product.
- Clear evidence supporting further product investment.

Exit Criteria

The product will move beyond MVP when:

- Core hypotheses have sufficient supporting pilot evidence.
- Customer feedback confirms product-market fit signals.
- High-priority usability issues have been resolved.
- AI quality consistently meets target thresholds.
- A roadmap for integrations and enterprise capabilities has been approved.

Summary

The DecisionFlow MVP is intentionally focused on validating a single product hypothesis: that AI-powered decision intelligence provides greater post-meeting value than traditional summaries. By limiting scope to transcript upload, AI extraction, human review, and searchable decision management, the MVP maximizes learning while minimizing development complexity. This disciplined approach creates a strong foundation for future integrations, automation, and enterprise-scale capabilities.

Feature Prioritization

Purpose

Product success depends not only on identifying valuable features but also on delivering them in the right order. Limited engineering capacity, time, and budget require deliberate prioritization to maximize customer value while reducing delivery risk.

This document describes how DecisionFlow's feature backlog was evaluated and prioritized for the Minimum Viable Product (MVP) using multiple complementary frameworks.

Prioritization Principles

DecisionFlow follows five guiding principles when prioritizing features:

- Solve the highest-value customer problems first.
- Validate the product hypothesis as early as possible.
- Deliver end-to-end user value rather than isolated capabilities.
- Reduce technical and AI-related risks early.
- Optimize for learning over feature quantity.

Product Goal

The primary objective of the MVP is:

Key statement

Validate that AI-powered decision extraction helps teams execute meeting outcomes more effectively than traditional meeting summaries.

Every feature should contribute directly to validating this hypothesis.

Feature Backlog

ID	Feature	Description
F01	Workspace Management	Create and manage team workspaces
F02	Meeting Upload	Upload meeting transcripts
F03	Transcript Processing	Parse and prepare transcript content
F04	AI Decision Extraction	Identify business decisions
F05	AI Action Item Extraction	Identify follow-up tasks
F06	Owner Identification	Detect responsible individuals
F07	Due Date Detection	Extract deadlines from discussions
F08	Decision Review Workflow	Review and approve AI outputs
F09	Action Dashboard	View and manage action items
F10	Decision Repository	Search historical decisions
F11	Notifications	Notify users of pending reviews and actions
F12	Calendar Integration	Import meeting information
F13	Slack Integration	Share decisions and action items
F14	Analytics Dashboard	Visualize trends and performance
F15	Mobile Application	Access DecisionFlow on mobile devices

MoSCoW Prioritization

Must Have

These features are essential for validating the product.

- Workspace Management
- Meeting Upload
- Transcript Processing
- AI Decision Extraction
- AI Action Item Extraction
- Owner Identification
- Decision Review Workflow
- Decision Repository

Without these capabilities, DecisionFlow cannot deliver its core value proposition.

Should Have

These features improve the experience but are not required for MVP validation.

- Due Date Detection
- Action Dashboard
- Notifications

Could Have

These features increase convenience but can be deferred.

- Calendar Integration
- Slack Integration
- Analytics Dashboard

Won't Have (MVP)

These features are intentionally excluded from the initial release.

- Mobile Application
- Real-time Meeting Assistant
- Live Transcription
- Enterprise Administration
- Multi-language Support
- Predictive Analytics

RICE Prioritization

RICE evaluates each feature using:

- Reach – How many users benefit?
- Impact – How much value does it create?
- Confidence – How certain are we about the value?
- Effort – Estimated engineering effort.

Feature	Reach	Impact	Confidence	Effort	RICE Score
AI Decision Extraction	900	3.0	90%	8	304

Feature	Reach	Impact	Confidence	Effort	RICE Score
Meeting Upload	900	2.5	95%	5	428
Decision Review Workflow	850	3.0	85%	6	361
AI Action Item Extraction	850	3.0	85%	8	271
Owner Identification	700	2.5	80%	6	233
Decision Repository	700	2.5	80%	5	280
Slack Integration	450	1.5	70%	8	59
Mobile Application	300	1.0	60%	12	15

Scores are estimates used to compare relative priority rather than exact predictions.

Kano Analysis

Feature	Kano Category	Reason
Meeting Upload	Must-Be	Basic product expectation
AI Decision Extraction	Performance	More accurate extraction increases satisfaction
Action Item Extraction	Performance	Directly improves productivity
Decision Review Workflow	Performance	Builds trust in AI outputs
Searchable Repository	Performance	Enhances long-term value
Calendar Integration	Attractive	Convenient but not essential
Slack Integration	Attractive	Improves workflow without affecting core value
Mobile App	Indifferent (MVP)	Low impact during validation

Weighted Scoring Model

DecisionFlow uses the following weighted criteria:

Criterion	Weight
Customer Value	35%
Strategic Alignment	25%
AI Differentiation	20%
Development Effort	10%
Technical Risk	10%

Sample Evaluation

Feature	Customer Value	Strategic Alignment	AI Differentiation	Effort	Risk	Weighted Score
AI Decision Extraction	5	5	5	3	3	4.6
Meeting Upload	5	5	2	4	4	4.3
Decision Review Workflow	5	5	4	4	4	4.6
Decision Repository	4	5	3	4	4	4.1
Slack Integration	3	3	2	2	3	2.8

(Scored on a 1–5 scale.)

MVP Prioritization Matrix

Priority	Features
P0 – MVP	Meeting Upload, Transcript Processing, AI Decision Extraction, AI Action Item Extraction, Owner Identification, Decision Review Workflow, Decision Repository
P1 – Post-MVP	Due Date Detection, Action Dashboard, Notifications
P2 – Growth	Calendar Integration, Slack Integration, Analytics Dashboard
P3 – Future	Mobile Application, Predictive Analytics, Enterprise Features

Prioritization Trade-offs

The following decisions were made during planning:

Included in MVP

- Human review workflow to build trust.
- Searchable decision repository to create long-term value.
- Action extraction because it directly supports execution.

Deferred

- Calendar integration, since transcript upload validates the core hypothesis with less complexity.
- Slack integration, as it increases adoption but is not required to prove product value.
- Mobile application, because primary users are expected to review meeting outcomes from desktop workflows during initial validation.

Prioritization Review Process

Feature priorities will be reviewed:

Frequency	Activity
Weekly	Backlog refinement with engineering and design

Frequency	Activity
Sprint Planning	Confirm priorities based on capacity
Monthly	Re-evaluate based on pilot feedback
Quarterly	Align roadmap with business strategy

Success Criteria

The prioritization process is successful when:

- MVP can be delivered within the planned timeline.
- The core product hypothesis has sufficient supporting pilot evidence.
- Engineering effort remains focused on high-value capabilities.
- Customer feedback informs future roadmap decisions.
- Deferred features remain documented with clear rationale.

Summary

DecisionFlow’s feature prioritization balances customer value, strategic alignment, AI differentiation, and delivery feasibility. By combining MoSCoW, RICE, Kano, and weighted scoring, the product team ensures that the MVP focuses on validating the core promise of the product—turning meeting conversations into trusted decisions and accountable actions—before expanding into integrations and advanced capabilities.

Functional Requirements

Purpose

This document defines the functional requirements for DecisionFlow. Functional requirements describe the behaviors, capabilities, and interactions the system must provide to satisfy user needs and achieve the product objectives defined in the PRD.

Each requirement is uniquely identified to support design, development, testing, and traceability.

Requirement Priority

Priority	Description
Must	Required for MVP launch
Should	Important but can be delivered after MVP
Could	Nice-to-have enhancement
Future	Planned for future releases

Functional Areas

The MVP consists of six major functional modules:

- User & Workspace Management
- Meeting Management
- AI Decision Intelligence
- Review & Approval

- Knowledge Repository
- Action Management

Module 1 — User & Workspace Management

FR-001 — User Authentication

Priority: Must

The system shall allow users to securely sign in and sign out.

Acceptance Criteria

- Users can authenticate successfully.
- Invalid credentials display an appropriate error.
- Authenticated sessions persist securely.
- Users can log out from any page.

FR-002 — Workspace Creation

Priority: Must

The system shall allow authenticated users to create a workspace.

Acceptance Criteria

- Workspace name is required.
- Workspace owner is assigned automatically.
- Workspace appears on the user's dashboard.

FR-003 — Team Member Invitation

Priority: Should

The system shall allow workspace administrators to invite team members.

Acceptance Criteria

- Invitations are sent by email.
- Invitation status is visible.
- Accepted invitations add users to the workspace.

Module 2 — Meeting Management

FR-101 — Upload Meeting Transcript

Priority: Must

Users shall be able to upload meeting transcripts for AI analysis.

Acceptance Criteria

- Supports supported document formats.
- Upload progress is displayed.
- Invalid files generate clear error messages.
- Upload triggers AI processing automatically.

FR-102 — Paste Transcript

Priority: Must

Users shall be able to paste transcript text directly into the application.

Acceptance Criteria

- Large transcripts are supported.
- Text formatting is preserved where appropriate.
- Processing begins after submission.

FR-103 — Processing Status

Priority: Must

Users shall be able to monitor AI processing progress.

Status Values

- Queued
- Processing
- Completed
- Failed

Module 3 — AI Decision Intelligence**FR-201 — Decision Extraction**

Priority: Must

The system shall automatically identify business decisions within meeting transcripts.

Output

Each extracted decision shall include:

- Decision statement
- Supporting evidence
- Confidence score
- Timestamp (if available)

FR-202 — Action Item Extraction

Priority: Must

The system shall identify follow-up actions discussed during meetings.

Each action item shall include:

- Task description
- Owner
- Due date (when available)
- Status
- Confidence score

FR-203 — Owner Identification

Priority: Must

The system shall identify the person responsible for each action item whenever possible.

If ownership is uncertain, the system shall indicate that user confirmation is required.

FR-204 — Due Date Extraction

Priority: Must

The system shall identify explicit or implied deadlines from meeting discussions.

Examples:

- “Next Friday”
- “End of Sprint”
- “Before launch”

FR-205 — Confidence Scoring

Priority: Must

Every AI-generated output shall include a confidence score to assist user review.

Module 4 — Review & Approval

FR-301 — Review AI Outputs

Priority: Must

Users shall review AI-generated decisions and action items before publication.

Users shall be able to:

- Approve
- Edit
- Reject

FR-302 — Edit AI Results

Priority: Must

Users shall modify AI-generated content before approval.

Editable fields include:

- Decision
- Action item
- Owner
- Due date

FR-303 — Approval Workflow

Priority: Must

Only approved decisions shall be stored in the organizational knowledge repository.

Rejected outputs shall not be published.

FR-304 — Audit History

Priority: Should

The system shall maintain a history of edits and approvals.

Module 5 — Knowledge Repository

FR-401 — Save Decisions

Priority: Must

Approved decisions shall be stored in the workspace knowledge repository.

FR-402 — Search Decisions

Priority: Must

Users shall search approved decisions.

Search criteria include:

- Keywords
- Project
- Meeting
- Owner
- Date

FR-403 — Filter Results

Priority: Should

Users shall filter search results by:

- Project
- Status
- Owner
- Date range

FR-404 — Decision Details

Priority: Must

Users shall view complete information for each approved decision.

Displayed information includes:

- Decision
- Supporting evidence
- Meeting source
- Owner
- Related action items
- Approval date

Module 6 — Action Management

FR-501 — Action Dashboard

Priority: Must

The system shall display all approved action items in a centralized dashboard.

Dashboard filters include:

- Owner
- Project
- Status
- Due date

FR-502 — Update Action Status

Priority: Should

Users shall update action status.

Available statuses:

- Not Started
- In Progress
- Completed
- Blocked

FR-503 — Overdue Detection

Priority: Should

The system shall automatically identify overdue action items.

Error Handling Requirements

FR-601 — Upload Failure

The system shall notify users when transcript uploads fail and provide retry options.

FR-602 — AI Processing Failure

The system shall display an informative error message if AI processing cannot be completed.

FR-603 — Validation Errors

The system shall prevent invalid submissions and explain how users can correct them.

Reporting Requirements

FR-701 — Meeting Summary View

Users shall view a consolidated meeting page containing:

- Meeting metadata
- Decisions
- Action items
- Risks
- Processing status

FR-702 — Decision Statistics

The system shall display summary metrics, including:

- Decisions extracted
- Actions generated
- Approval rate
- Processing time

Security Requirements

The system shall:

- Restrict access to authorized workspace members.
- Encrypt sensitive meeting data in transit and at rest.
- Record significant user actions for audit purposes.

Functional Traceability Matrix

Requirement Group	Related Epic	Priority
User & Workspace	Workspace Management	Must
Meeting Upload	Meeting Processing	Must
AI Decision Intelligence	AI Decision Intelligence	Must
Review Workflow	Review & Approval	Must
Knowledge Repository	Knowledge Management	Must
Action Dashboard	Action Tracking	Must

MVP Functional Scope Summary

Module	Included in MVP
Authentication & Workspace	☒
Transcript Upload	☒
AI Decision Extraction	☒
AI Action Extraction	☒
Review & Approval	☒
Knowledge Repository	☒
Action Dashboard	☒
Integrations	☐
Mobile Application	☐
Live Meeting Assistant	☐

Summary

The functional requirements define the core capabilities required for the DecisionFlow MVP. They provide a clear, testable specification for engineering and QA teams while ensuring alignment with the product vision. By focusing on transcript ingestion, AI-powered decision intelligence, human review, searchable knowledge management, and action tracking, the MVP delivers an end-to-end workflow that validates the product's central hypothesis.

Requirements Traceability Summary

Product goal	Capability	Representative requirement	Metric
Capture decisions accurately	AI decision extraction	FR-201 / AIR-001	Precision, recall, approval rate
Convert discussion into	Action, owner and date	FR-202 to FR-204	Action precision, owner/date

Product goal	Capability	Representative requirement	Metric
execution	extraction		accuracy
Maintain human control	Review, edit, approve and reject	FR-301 to FR-303	Approval rate, edit rate, trust rating
Preserve trusted knowledge	Approved repository and decision detail	Knowledge repository requirements	Search usage, retrieval success
Support accountability	Action dashboard and status updates	Action management requirements	Completion and overdue rates

PRD Change Control

Any change that alters the MVP hypothesis, introduces a new external integration, weakens mandatory review, changes data retention, or moves a deferred feature into v1.0 requires a Product Decision Log entry and impact review across AI, UX, architecture, delivery and metrics documents.