

DECISIONFLOW

# UX & Product Design Specification

*Information architecture, user flows, wireframes and usability validation*

## Phase 2 - Plan

|               |                                                               |
|---------------|---------------------------------------------------------------|
| Product       | DecisionFlow                                                  |
| Document code | DF-P2-03                                                      |
| 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 information model and interactions required to deliver a clear, efficient and trustworthy post-meeting workflow. |
| Primary audience  | Product design, product management, frontend engineering, QA and usability researchers.                                     |
| Related documents | DF-P2-01, DF-P2-02, 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. |

# Contents

- 1. MVP End-to-End Experience
- 2. Information Architecture
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- 5. Prototype and UX Validation Plan
- 6. Trust-Centered Interaction Requirements
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MVP End-to-End Value Slice

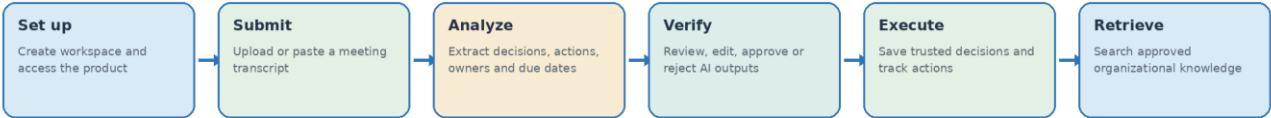


Figure 1. Core end-to-end experience to validate in the prototype.

Information Architecture

Purpose

The Information Architecture (IA) defines how content, features, and data are organized within DecisionFlow. A well-designed IA helps users locate information quickly, reduces cognitive load, and creates a consistent navigation experience across the application.

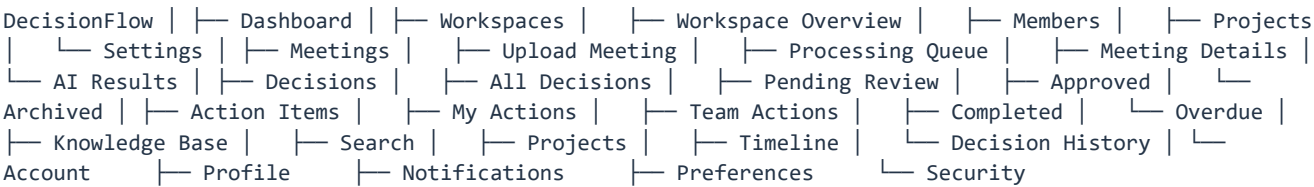
For DecisionFlow, the IA is centered on the user’s mental model: workspaces contain meetings, meetings produce decisions, and decisions generate actions.

Information Architecture Principles

The IA is guided by the following principles:

- Task-Oriented Navigation – Organize information around users’ workflows rather than technical implementation.
- Progressive Disclosure – Show essential information first and reveal details when needed.
- Consistency – Use predictable navigation and terminology across the product.
- Search First – Enable users to quickly locate decisions, meetings, and action items.
- Scalability – Support future features without requiring major structural changes.

Core Navigation Structure



Site Map



Primary Navigation

The application’s main navigation contains six primary sections.

| Navigation Item | Purpose                                        |
|-----------------|------------------------------------------------|
| Dashboard       | Overview of workspace activity and AI insights |

| Navigation Item | Purpose                                         |
|-----------------|-------------------------------------------------|
| Meetings        | Upload, process, and review meeting transcripts |
| Decisions       | Review, approve, and search decisions           |
| Action Items    | Track ownership and execution                   |
| Knowledge Base  | Search historical organizational knowledge      |
| Workspace       | Manage members, settings, and projects          |

Dashboard Structure

The Dashboard provides a high-level overview of the workspace.

Widgets

- Recent Meetings
- Pending AI Reviews
- Approved Decisions
- Open Action Items
- Overdue Tasks
- AI Processing Queue
- Workspace Activity

Meeting Detail Page

Each meeting contains structured sections rather than a single transcript view.

Meeting Details | Meeting Information | Transcript | AI Summary | Decisions | Action Items | Risks & Blockers | Activity History

Decision Object Structure

Each decision record contains:

| Field              | Description                                                   |
|--------------------|---------------------------------------------------------------|
| Decision ID        | Unique identifier                                             |
| Decision Statement | Approved decision text                                        |
| Meeting            | Source meeting                                                |
| Project            | Associated project                                            |
| Owner              | Responsible individual                                        |
| Evidence           | Supporting transcript excerpt                                 |
| Confidence Score   | AI confidence before approval                                 |
| Status             | Final Public Portfolio Edition — Historical Planning Baseline |
| Approval Date      | Timestamp of approval                                         |

## Action Item Structure

Each action item contains:

| Field            | Description                                                   |
|------------------|---------------------------------------------------------------|
| Action ID        | Unique identifier                                             |
| Description      | Task summary                                                  |
| Owner            | Responsible person                                            |
| Due Date         | Deadline (if available)                                       |
| Status           | Final Public Portfolio Edition — Historical Planning Baseline |
| Related Decision | Linked decision                                               |
| Priority         | Low, Medium, High                                             |

## Knowledge Repository Structure

The repository organizes approved information rather than raw transcripts.

Knowledge Base | — Projects | — Decisions | — Action Items | — Meetings | — Timeline | — Search Results

This structure enables users to retrieve information by context instead of browsing individual meetings.

## Search Architecture

Users can search across multiple entities.

### Searchable Content

- Decisions
- Action Items
- Meeting Titles
- Projects
- Participants
- Owners
- Keywords

### Filters

- Date
- Workspace
- Project
- Owner
- Decision Status
- Action Status

## User Permissions

| Role            | Permissions                                               |
|-----------------|-----------------------------------------------------------|
| Workspace Admin | Full access to workspace settings, members, meetings, and |

| Role   | Permissions                                                    |
|--------|----------------------------------------------------------------|
|        | approvals                                                      |
| Editor | Upload meetings, review AI outputs, edit and approve decisions |
| Viewer | View approved decisions and action items only                  |

## Metadata Strategy

Every meeting stores metadata to improve organization and search.

### Required Metadata

- Meeting title
- Meeting date
- Workspace
- Project
- Participants
- Uploaded by
- Processing status

### AI Metadata

- Processing duration
- Model version
- Prompt version
- Confidence distribution
- Evaluation status

## Future IA Expansion

The architecture is designed to support future capabilities without major restructuring.

Planned additions include:

- Integrations hub
- Analytics center
- AI insights dashboard
- Organization-wide knowledge graph
- Cross-workspace search
- Enterprise administration

## Design Principles

The Information Architecture should:

- Minimize navigation depth.
- Keep frequently used actions within one or two clicks.
- Prioritize review workflows over configuration screens.
- Separate AI-generated content from user-approved knowledge.
- Support growth from small teams to enterprise organizations.

## Success Criteria

The Information Architecture is successful when:

- Users can locate key information within three clicks or fewer.
- Navigation aligns with users' mental models.
- Search reduces the need to browse historical meetings.
- Approved knowledge is clearly separated from AI-generated drafts.
- The structure supports future features without major redesign.

## Summary

The Information Architecture organizes DecisionFlow around the natural workflow of modern teams: meetings lead to decisions, decisions create actions, and approved knowledge becomes a searchable organizational asset. By emphasizing task-oriented navigation, structured content, and scalable organization, the IA provides a strong foundation for user flows, wireframes, and future product growth.

# Core User Flows

## Purpose

User Flows illustrate the end-to-end journeys that users follow to accomplish key tasks within DecisionFlow. These flows validate the product experience before UI design begins and ensure that each interaction supports the product's goals of reducing post-meeting administrative work and improving accountability.

Each flow represents a complete user journey from entry point to successful outcome.

## Design Principles

DecisionFlow's user flows follow five principles:

- Minimize user effort by reducing unnecessary steps.
- Keep humans in control of AI-generated outputs.
- Provide clear system feedback during AI processing.
- Design for recoverability when errors occur.
- Optimize for trust through transparency and review.

## Primary User Flows

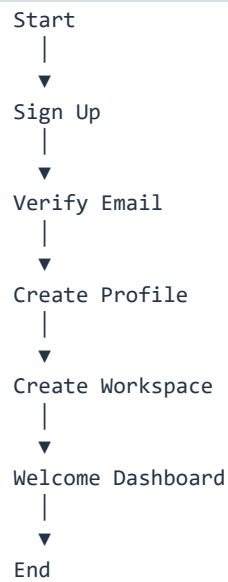
The MVP includes six core user flows:

- User Onboarding
- Workspace Creation
- Meeting Upload & AI Processing
- AI Review & Approval
- Knowledge Search
- Action Management

## Flow 1 – User Onboarding

### Goal

Allow a new user to create an account and access DecisionFlow.

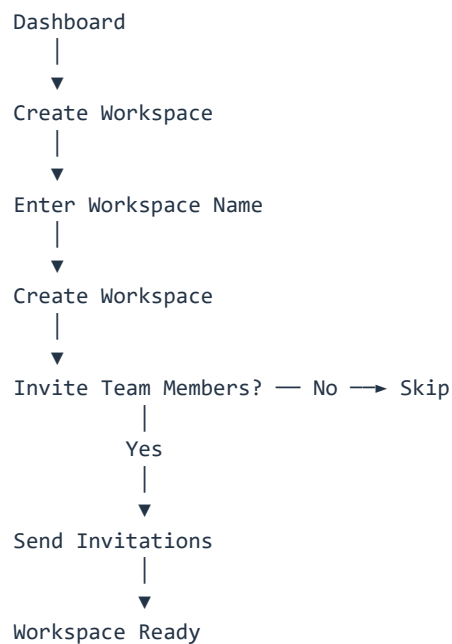
**Success Criteria**

- Account created successfully.
- Workspace initialized.
- User reaches the dashboard without assistance.

## Flow 2 – Workspace Creation

**Goal**

Create a collaborative workspace for meetings and decisions.

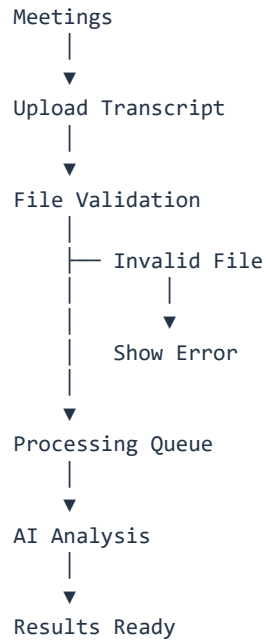
**Alternate Flow**

If invitations are skipped, the user may invite teammates later from Workspace Settings.

## Flow 3 – Meeting Upload & AI Processing

### Goal

Submit a meeting transcript for AI analysis.



### System Feedback

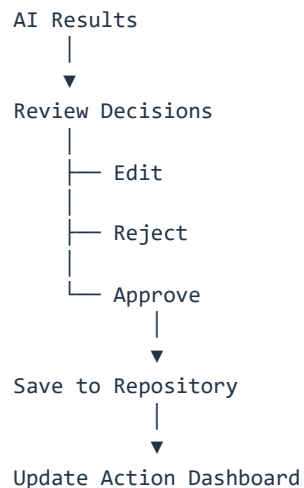
During processing, users can see:

- Upload progress
- Processing status
- Estimated completion
- Error notifications (if applicable)

## Flow 4 – AI Review & Approval

### Goal

Review AI-generated outputs before saving them.



### ***Decision Points***

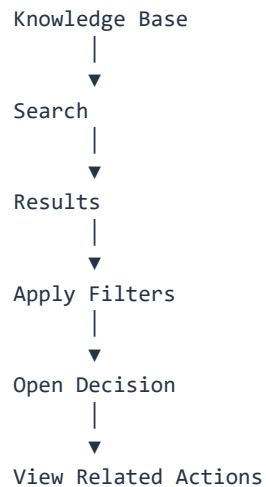
Users may:

- Accept all suggestions.
- Edit selected outputs.
- Reject incorrect results.
- Return later to continue review.

## **Flow 5 – Search Organizational Knowledge**

### **Goal**

Locate historical decisions quickly.



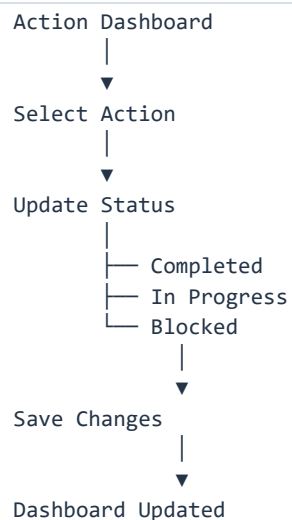
### ***Search Filters***

- Project
- Owner
- Date
- Meeting
- Status
- Keywords

## **Flow 6 – Action Management**

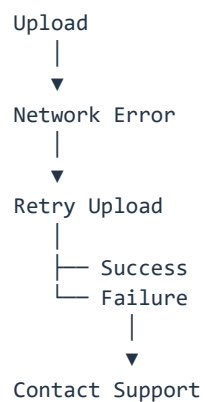
### **Goal**

Track execution after meetings.

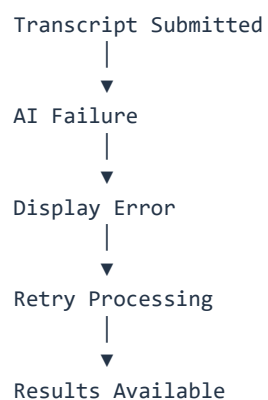


## Exception Flows

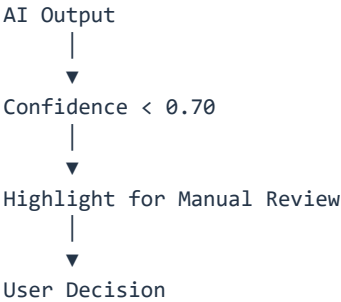
### Upload Failure



### AI Processing Failure



Low Confidence Detection



User Flow Matrix

| User Goal                | Entry Point    | End State           |
|--------------------------|----------------|---------------------|
| Join DecisionFlow        | Landing Page   | Dashboard           |
| Create Workspace         | Dashboard      | Workspace Created   |
| Analyze Meeting          | Meetings       | AI Results          |
| Verify AI Results        | AI Results     | Approved Decisions  |
| Find Historical Decision | Knowledge Base | Decision Details    |
| Manage Action Items      | Dashboard      | Updated Task Status |

UX Considerations

To improve usability, the following principles will guide implementation:

- Show progress during long-running AI tasks.
- Allow users to save work and continue later.
- Prevent accidental loss of edits.
- Clearly distinguish AI-generated content from user-approved content.
- Surface confidence scores only where they aid decision-making.
- Provide inline validation and actionable error messages.

Success Metrics

Each flow will be evaluated using measurable UX indicators.

| Flow               | Success Metric                                 |
|--------------------|------------------------------------------------|
| Onboarding         | ≥ 80% complete without assistance              |
| Workspace Creation | ≥ 90% successful completion                    |
| Meeting Upload     | ≥ 95% successful uploads                       |
| AI Review          | ≥ 85% decision approval rate                   |
| Knowledge Search   | Median search time < 30 seconds                |
| Action Management  | ≥ 80% of users update task status successfully |

## Future User Flows

Future releases will introduce additional journeys, including:

- Calendar-based meeting import
- Live meeting assistant
- Slack and collaboration platform integrations
- Enterprise approval workflows
- Cross-workspace knowledge search
- AI-generated follow-up reminders

## Summary

The User Flows translate DecisionFlow’s information architecture into practical user journeys that support the product’s core mission: transforming meetings into trusted decisions and accountable actions. By mapping normal, alternate, and exception paths, the flows reduce design ambiguity, improve usability, and provide a shared reference for product, design, engineering, and QA teams throughout development.

# Low-Fidelity Wireframe Specification

## Purpose

This document presents the initial low-fidelity wireframes for DecisionFlow. The objective is to validate information hierarchy, user workflows, and feature placement before investing in high-fidelity UI design.

These wireframes focus on functionality and usability rather than branding or visual aesthetics. They serve as a communication tool between Product, Design, Engineering, and stakeholders during the planning phase.

## Design Principles

The wireframes were created using the following principles:

- AI First, Human Always – Surface AI insights prominently while preserving user control through review and approval workflows.
- Execution Over Documentation – Prioritize decisions and action items instead of lengthy meeting summaries.
- Progressive Disclosure – Display essential information first and reveal supporting details on demand.
- Consistency – Reuse common layouts and interaction patterns across the application.
- Desktop First – Optimize for the primary environment used by Product Managers and project teams.

## Screen Inventory

The MVP includes the following primary screens:

| Screen         | Purpose                       | MVP                                 |
|----------------|-------------------------------|-------------------------------------|
| Login          | Authenticate users            | <input checked="" type="checkbox"/> |
| Dashboard      | Workspace overview            | <input checked="" type="checkbox"/> |
| Upload Meeting | Submit transcript             | <input checked="" type="checkbox"/> |
| AI Processing  | Display processing status     | <input checked="" type="checkbox"/> |
| AI Review      | Review and approve AI outputs | <input checked="" type="checkbox"/> |

| Screen              | Purpose                     | MVP                                 |
|---------------------|-----------------------------|-------------------------------------|
| Decision Repository | Search and browse decisions | <input checked="" type="checkbox"/> |
| Action Dashboard    | Track action items          | <input checked="" type="checkbox"/> |
| Decision Detail     | View a single decision      | <input checked="" type="checkbox"/> |
| Workspace Settings  | Manage members and settings | <input checked="" type="checkbox"/> |

## Wireframe 1 – Dashboard

### Objective

Provide a high-level overview of the workspace and highlight items that require attention.

#### Key Sections

- Recent Meetings
- Pending AI Reviews
- Approved Decisions
- Open Action Items
- Overdue Tasks
- Quick Actions

#### User Actions

- Upload Meeting
- Continue Review
- Search Decisions
- View Dashboard Metrics

## Wireframe 2 – Upload Meeting

### Objective

Enable users to submit meeting transcripts for AI analysis.

#### Components

- Drag-and-drop upload area
- Paste transcript option
- Meeting metadata form
- Upload progress indicator
- Submit button

#### Success State

Users receive confirmation that processing has started and can monitor progress.

## Wireframe 3 – AI Processing

### Objective

Communicate AI processing progress and system status.

**Components**

- Processing progress bar
- Current stage indicator
- Estimated completion time
- Retry option (if processing fails)

**Processing Stages**

- Transcript Validation
- AI Analysis
- Decision Extraction
- Action Item Extraction
- Confidence Scoring
- Results Ready

## Wireframe 4 – AI Review

**Objective**

Allow users to validate AI-generated outputs before publication.

**Layout**

Left Panel

- Meeting transcript
- Search transcript
- Speaker timeline

Right Panel

- AI Decisions
- Action Items
- Confidence Scores
- Edit controls
- Approve / Reject actions

**Primary Actions**

- Approve
- Edit
- Reject
- Save Progress

## Wireframe 5 – Decision Repository

**Objective**

Provide a searchable archive of approved decisions.

**Components**

- Search bar
- Filter panel
- Decision list
- Project tags
- Approval status

- Pagination

**Filters**

- Project
- Owner
- Date
- Status
- Keyword

## Wireframe 6 – Decision Detail

### Objective

Present complete information about a single approved decision.

**Information Displayed**

- Decision statement
- Meeting source
- Supporting evidence
- Related action items
- Assigned owner
- Due date
- Approval history
- Confidence score

## Wireframe 7 – Action Dashboard

### Objective

Help teams track execution after meetings.

**Components**

- Task list
- Owner filter
- Status filter
- Due date filter
- Overdue indicator
- Progress summary

**Available Statuses**

- Not Started
- In Progress
- Completed
- Blocked

## Wireframe 8 – Workspace Settings

### Objective

Allow administrators to manage workspace configuration.

Sections

- Workspace Details
- Team Members
- Roles & Permissions
- Notification Preferences
- AI Configuration
- Security

Navigation Model

The application uses persistent left-side navigation for efficient movement between major areas.

| Navigation Item | Destination             |
|-----------------|-------------------------|
| Dashboard       | Workspace overview      |
| Meetings        | Upload and history      |
| Decisions       | Repository              |
| Action Items    | Dashboard               |
| Knowledge Base  | Search                  |
| Settings        | Workspace configuration |

Interaction Patterns

The following interaction patterns are used consistently across the application:

- Inline editing for AI-generated content.
- Confirmation dialogs for destructive actions.
- Toast notifications for successful operations.
- Loading indicators during asynchronous AI processing.
- Empty states with guidance for first-time users.

Accessibility Considerations

The wireframes account for:

- Keyboard navigation.
- Clear visual hierarchy.
- Sufficient spacing between controls.
- Consistent button placement.
- Readable typography.
- Screen-reader-friendly layouts (to be refined in high-fidelity design).

Wireframe Validation Plan

Before high-fidelity design begins, the low-fidelity wireframes will be evaluated through:

- Internal design reviews.
- Stakeholder walkthroughs.
- Moderated usability testing with representative users.
- Task-based validation (e.g., upload a meeting, approve a decision, search historical decisions).

- Iterative revisions based on feedback.

### Deliverables

The wireframe package includes:

- Dashboard
- Upload Meeting
- AI Processing
- AI Review
- Decision Repository
- Decision Detail
- Action Dashboard
- Workspace Settings

These screens represent the complete MVP user journey from transcript upload to decision approval and action tracking.

### Summary

The low-fidelity wireframes establish the structural blueprint for DecisionFlow’s MVP. By focusing on layout, workflow, and interaction patterns rather than visual polish, they enable rapid validation of user experience assumptions before detailed UI design and development begin. The resulting designs provide a shared reference for designers, engineers, QA, and stakeholders while minimizing costly redesigns later in the product lifecycle.

## Prototype and UX Validation Plan

### UX Validation Strategy

The DecisionFlow prototype was developed to test the product experience before engineering implementation. Planned validation focuses on whether representative users can complete core workflows and whether the interface supports trust in AI-generated outputs.

The prototype will be evaluated through iterative usability testing with representative users from the target audience.

### Validation Objectives

The validation process aims to answer the following questions:

- Can users complete the end-to-end meeting workflow without assistance?
- Do users understand AI-generated decisions and action items?
- Does the review workflow inspire confidence?
- Can users locate historical decisions efficiently?
- Is the information hierarchy aligned with users’ expectations?

### Usability Testing Plan

#### Participants

The prototype will be evaluated with participants representing DecisionFlow’s primary personas.

| Persona          | Number of Participants |
|------------------|------------------------|
| Product Managers | 5                      |

| Persona              | Number of Participants |
|----------------------|------------------------|
| Engineering Managers | 3                      |
| Project Managers     | 3                      |
| Scrum Masters        | 2                      |

Total Participants: 13

## Test Environment

Testing sessions will be conducted remotely using screen sharing and moderated observation.

Each participant will complete predefined tasks while verbalizing their thought process using the Think-Aloud protocol.

## Task-Based Evaluation

Participants will complete realistic scenarios that mirror daily workflows.

### Task 1

Upload a meeting transcript and begin AI processing.

#### *Success Criteria*

- Transcript uploaded successfully.
- User understands processing status.

### Task 2

Review AI-generated decisions.

#### *Success Criteria*

- User identifies incorrect outputs.
- User edits at least one decision.
- User approves valid decisions.

### Task 3

Locate a previous product decision.

#### *Success Criteria*

- User finds the requested decision within one minute.
- Appropriate search filters are used.

### Task 4

Update an action item.

#### *Success Criteria*

- User locates assigned work.
- Status is updated successfully.

### Task 5

Invite a teammate to the workspace.

### Success Criteria

- Invitation completed successfully.
- User understands workspace permissions.

## Success Metrics

The prototype will be considered successful if the following usability targets are achieved.

| Metric                       | Target                   |
|------------------------------|--------------------------|
| Task Completion Rate         | ≥ 90%                    |
| Critical Errors              | ≤ 5%                     |
| Average Task Time            | Within planned benchmark |
| System Usability Scale (SUS) | ≥ 80                     |
| User Satisfaction (CSAT)     | ≥ 4.5 / 5                |
| AI Trust Rating              | ≥ 4.3 / 5                |

## Qualitative Feedback

Participants will also provide qualitative feedback on:

- Ease of navigation
- Confidence in AI outputs
- Clarity of information
- Perceived usefulness
- Overall workflow
- Suggestions for improvement

These insights will complement quantitative usability metrics.

## Accessibility Considerations

Although the prototype focuses on workflow validation, accessibility has been considered throughout the design.

### Navigation

- Keyboard-accessible navigation.
- Predictable tab order.
- Clear page hierarchy.

### Readability

- Consistent typography.
- Clear spacing.
- Readable data tables.
- Logical grouping of information.

### Color Independence

Important information is communicated through labels and icons in addition to color.

Future Improvements

Future iterations will include:

- Full WCAG 2.1 AA compliance audit.
- Screen reader optimization.
- Improved keyboard shortcuts.
- Enhanced focus indicators.

UX Risks

Several UX risks were identified during prototyping.

| Risk                                     | Impact | Mitigation                                                |
|------------------------------------------|--------|-----------------------------------------------------------|
| Information overload during AI review    | High   | Progressive disclosure and collapsible sections           |
| User distrust of AI                      | High   | Confidence scores, transcript evidence, editable outputs  |
| Long AI processing times                 | Medium | Processing progress indicators and asynchronous workflows |
| Difficulty locating historical knowledge | Medium | Search-first navigation and structured metadata           |
| Review fatigue for long meetings         | Medium | Save progress, filtering, and prioritized review queues   |

Design Trade-offs

During planning, several trade-offs were intentionally made.

Desktop-First

The MVP prioritizes desktop users because the target audience primarily reviews meetings in professional work environments.

Mobile support is deferred until after product validation.

Manual Transcript Upload

Automatic meeting integrations were intentionally postponed.

This reduces technical complexity while validating the core product hypothesis.

Human Approval Workflow

Fully automated publishing was intentionally rejected.

Although requiring manual approval increases user effort slightly, it significantly improves trust and reduces the impact of AI errors.

Structured Knowledge

The product emphasizes structured decision records rather than rich meeting summaries.

This supports searchability, reporting, and long-term organizational memory.

## Lessons Learned

Developing the prototype produced several important product insights.

### AI Requires Transparency

Design hypothesis: users will be more comfortable accepting AI suggestions when supporting evidence and confidence scores are visible. Usability testing will measure this effect.

### *Decisions Matter More Than Summaries*

Design hypothesis: users will prioritize decisions and action items over lengthy summaries. Task-based usability testing will determine whether this matches actual behavior.

### *Search Is a Core Workflow*

Historical decision retrieval is treated as a primary hypothesized need. Usability and pilot research will test the importance of the Knowledge Base.

### *Review Workflow Is the Product*

The AI Review screen became the central product experience.

Investing in usability here delivers greater value than optimizing secondary screens.

### *Simplicity Encourages Adoption*

The design minimizes configuration and keeps workflows linear, with the expectation that this will improve usability and lower the learning curve.

## Future UX Enhancements

Following MVP validation, future design iterations may include:

### Collaboration

- Inline comments on decisions.
- Shared reviews.
- Team discussion threads.

### AI Enhancements

- Explainable AI panel.
- Decision comparison.
- AI-generated follow-up suggestions.
- Related decision recommendations.

### Productivity

- Bulk approval.
- Keyboard shortcuts.
- Saved search filters.
- Personal dashboards.

### Enterprise

- Multi-workspace management.
- Organization-wide search.
- Advanced permissions.
- Compliance dashboards.

## Product Manager Reflection

The interactive prototype represents a critical planning milestone. Rather than moving directly from requirements into engineering, it makes workflows, information architecture, and AI-human interaction assumptions testable before implementation.

Building the prototype is intended to reduce implementation risk, align stakeholders around a shared product vision, and surface usability improvements before substantial development resources are committed.

From a product management perspective, the prototype is intended to test whether the greatest value lies not in generating meeting summaries, but in transforming conversations into trusted decisions and accountable actions.

This insight supports the strategic positioning established during the Conceive and Plan phases and a conditional recommendation to proceed into evidence-gated development.

## Planned Prototype Validation Outcomes

The prototype validation plan is designed to test:

- End-to-end meeting workflow.
- AI-assisted review process.
- Decision-first information architecture.
- Human-in-the-loop approval model.
- Knowledge repository concept.
- Action management workflow.
- Search-driven organizational memory.

If achieved, these outcomes would support transition into the Develop phase.

## Summary

The DecisionFlow Interactive Prototype transforms strategic planning into a tangible, testable product experience. Planned usability research will determine whether AI-powered decision intelligence simplifies post-meeting work and whether transparent, human-reviewed interactions preserve user trust.

By defining navigation, information architecture, review workflows and knowledge management before implementation, the prototype package reduces ambiguity and creates a stronger foundation for engineering review. This artifact demonstrates how product strategy, user-centered design, and responsible AI principles converge to create a practical solution for improving organizational decision-making and execution.

## Phase 2 Deliverable

With the interactive prototype and UX validation plan prepared, the Planning phase now includes:

- Executive Summary
- Product Requirements Document (PRD)
- Success Metrics Framework
- North Star Metric & Metric Tree
- Product Strategy
- AI Strategy
- Feature Prioritization
- MVP Definition & Scope
- User Story Mapping
- Product Backlog (Epics & User Stories)
- Functional Requirements
- Non-Functional Requirements
- AI Requirements & Evaluation Plan

- Information Architecture
- User Flows
- Interactive Prototype & UX Validation

These artifacts form a draft planning package for phase-gate review before transition into Phase 3 - Develop, where the focus would shift to implementation, iterative delivery, AI evaluation and MVP execution.

## Trust-Centered Interaction Requirements

| UX requirement                                | Design response                                                          |
|-----------------------------------------------|--------------------------------------------------------------------------|
| Users must know what AI inferred              | Label AI-generated objects and show evidence                             |
| Users must distinguish high and low certainty | Use confidence labels plus ambiguity messages; never rely on color alone |
| Users must correct errors efficiently         | Inline editing, bulk actions and keyboard-accessible controls            |
| Users must not lose work during long reviews  | Autosave or explicit save-progress state                                 |
| Users must understand publication state       | Clear Pending Review, Approved, Rejected and Archived states             |
| Users must recover from processing failures   | Preserve transcript, explain error and offer retry                       |

## UX-to-Requirement Traceability

| Journey stage | Primary screen      | Critical requirement                            | Validation task                                 |
|---------------|---------------------|-------------------------------------------------|-------------------------------------------------|
| Onboard       | Sign-up / workspace | Secure access and workspace creation            | Create account and workspace without assistance |
| Submit        | Upload meeting      | File/text input and validation                  | Upload a representative transcript              |
| Wait          | Processing status   | Queued / processing / completed / failed states | Interpret progress and recover from error       |
| Verify        | AI review           | Evidence, edit, approve and reject              | Correct one result and approve valid outputs    |
| Execute       | Action dashboard    | Owner, date and status management               | Locate and update assigned action               |
| Retrieve      | Knowledge search    | Search and filter approved decisions            | Find a historical decision within target time   |