
Phase 3: Features, Prioritization + PRD

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Step 1

Brainstorm solutions

Problem focus: Post-meeting chat continuity for working professionals.

Solution	Short Description	Key Assumption	Category
Persistent Chat History	Automatically save and attach in-meeting chat to the calendar event or meeting thread, accessible after the call ends.	Users want lightweight continuity without switching tools.	High Confidence
Chat-to-Doc Export (1-click)	One-click export of chat + timestamps into Google Docs for collaborative follow-up.	Integration with the Google ecosystem reduces friction.	High Confidence
Smart Action Item Extraction	Detect and list action items mentioned during the meeting and assign them to participants.	Users value outcome clarity more than raw meeting logs.	Low Confidence
Context Continuation Mode	When the same participants meet again, Meet surfaces highlights from previous conversation.	Teams have recurring meetings and benefit from continuity.	Moonshot

Step 2

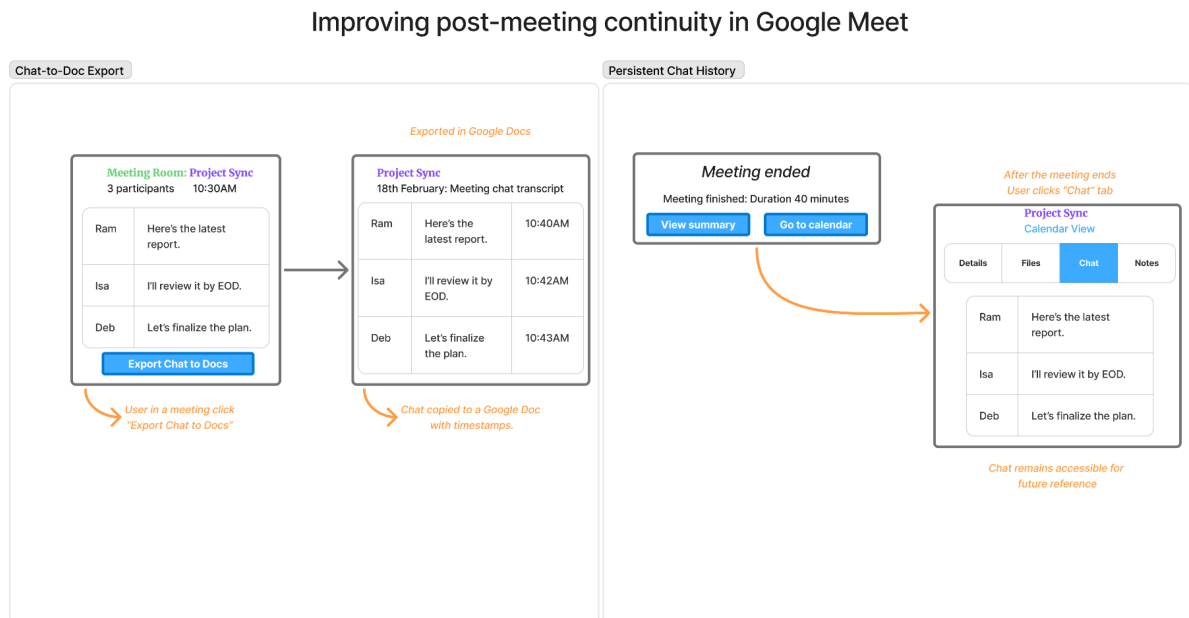
Prioritization

Solution	Reach (1-3)	Impact (1-3)	Confidence (1-3)	Effort (1-3)	RICE score	Rationale
Persistent Chat History	3	3	3	2	13.5	Affects most working professionals. Directly solves the P0 problem. Strong research backing. Medium engineering effort.
Chat-to-Doc Export (1-click)	3	2	3	1	18	Leverages Google ecosystem. High reach. Lower effort. Strong alignment with integration strength.
Smart Action Item Extraction	2	3	2	3	4	Valuable but assumption-heavy and AI-dependent. Medium reach, higher build effort.
Context Continuation Mode	2	2	1	3	1.33	Innovative but assumption-heavy and high effort. Recurring-meeting specific use case.

$(Reach \times Impact \times Confidence) \div Effort = RICE$

Step 3

Wireframe



Step 4

Success Metrics

Metric Type	Metric Name	Definition	Why it matters
Key Metric	30-Day Meeting Retention Rate (Working Professionals)	% of working professionals who host or join at least one additional meeting within 30 days after using Chat History	Directly measures whether improved continuity increases repeat usage and retention
Secondary Metric	Chat History Access Rate	% of meetings where participants open the saved Chat History	Indicates whether users find post-meeting chat

		within 7 days after meeting ends	valuable enough to revisit
Secondary Metric	Post-Meeting Artifact Usage Rate	% of meetings where users interact with saved chat (copy text, export, search, etc.)	Measures meaningful engagement with continuity features
Guardrail Metric	Meeting Completion Rate	% of meetings completed without drop-off due to feature-related friction	Ensures added continuity features do not negatively impact core meeting experience
Guardrail Metric	Meeting Join Time	Average time taken to join a meeting	Protects Google Meet's core strength: fast and simple access

Goal: Increase retention among working professionals by improving post-meeting continuity.

Step 5

Pitfalls & Mitigations

Assumption at Risk	Failure Mode	Impact	Likelihood	Mitigation	Detection Signal	Containment / Rollback
Users want chat saved by default	Some users feel privacy concerns or discomfort with automatic persistence	High	Medium	Make chat persistence opt-in by default for first rollout; clear consent messaging; allow host-level control	Increase in support tickets mentioning privacy; drop in meeting completion rate	Temporarily disable default saving; switch to host-enabled only
Saved chat increases retention	Users do not revisit chat history, feature adoption is low	Medium	Medium	Add contextual nudges ("View Chat History" in calendar	Low Chat History Access Rate	Run experiment with improved visibility; deprioritize if usage remains low

				event); surface summary highlights		
Persistence won't complicate UI	Additional tabs (Chat History) clutter interface and reduce simplicity	Medium	Medium	Keep chat history inside existing Calendar event panel; avoid adding new dashboard	Increase in meeting join time; lower satisfaction rating	Simplify UI placement; remove persistent tab and move to export-only model
Storage & infra costs remain manageable	Large volume of saved chats increases backend costs significantly	Medium	Low	Limit retention period (e.g., 90 days default); compress chat logs	Storage cost per active user increasing sharply	Cap storage; move older chats to export-only archive
Users won't misuse saved chat	Participants copy and misuse archived conversations leading to trust issues	Medium	Low	Clear visibility that chat is saved; provide host control to disable	Complaints regarding misuse of saved content	Enable host-controlled retention policy