SPECIMEN · NORTHWIND NOTES IS A FICTIONAL COMPANY · NOT A CLIENT DELIVERABLE

PRODUCT REQUIREMENTS

Summaries, version 2

A button on any note that writes a summary of it: the action items with owners and dates, the decisions, and the open questions.

THE RECORD

status	Draft for the read-out
owner · decides	Product lead, Northwind Notes · CEO, Northwind Notes
dated	Monday 19 October 2026 · rev A · `SPECIMEN-PR-01`
built from	the AI-feature audit (`SPECIMEN-AI-01`): jobs, failure modes, the evaluation plan and the cost model

1. The problem

Teams use Summaries to get the action items out of a meeting, but they cannot see where an item came from, so one invented or misread item makes them check everything by hand. The AI pack is billed on every member while a few use it, which keeps teams from adding it.

What we know

- Summaries is live in the AI pack, on Plans B and C (the specimen's brief).
- Most notes are under 3,000 words; workshops run longer (assumed for the specimen).
- Model prices on 19 October 2026 put a base-case active member at 2.0% of the pack's price (AI-04).

What we assume, and how we'll check

- Users open a summary for its action items first. To check with five users.
- About 20 summaries per active member a month. To measure in the first month.
- A quoted line makes an item easier to trust. To test in the prototype.

2. Goals

01 A reader gets every action item, with owner, date and its line, in under a minute.

02 No summary invents an item, an owner or a date, or shows what the reader may not open.

Not goals

- Writing the notes.
- Task management beyond sending items on.
- Summaries across several notes.
- Any change to how notes are shared.

3. Success measures

primary	Share of summaries whose action items are copied or sent on.
guardrail	No S1 failure in the weekly sample of real summaries read by hand.
guardrail	Cost per active member a month under 10% of the pack's price (AI-04).
signal	Share of action items edited by hand falls.

4. Scope

In the first version

- A fixed summary card: action items, decisions, open questions, two lines of summary.
- Every action item quotes its line, with a link to it.
- Owners from the note's named members; dates worked out by code.
- Summaries on request, or once a note is still for five minutes.
- A fair-use cap per member a month.

Not in it

- Summaries of several notes at once.
- Audio or video.
- Sending items to other task tools (later).

5. Flows

FLOW 1

Summarise a meeting

01 The reader opens a meeting note and chooses Summarise.

02 The card shows action items first, each with owner, date and its quoted line.

03 The reader copies the items or sends them to the attendees.

FLOW 2

Check an item

01 The reader is unsure of an item.

02 The quoted line opens in the note, highlighted.

03 The reader edits the item; the edit is kept with the card.

FLOW 3

Nothing to summarise

01 The reader asks for a summary of a short or empty note.

02 The card says so in one line.

6. Requirements

ID	PRIORITY	REQUIREMENT
R1	must	Every action item quotes the line it came from; code drops any item whose quote is not in the note.
R2	must	Owners are members named in the note, or “not named”; never a guess.
R3	must	Dates are worked out by code from the note’s own date, and shown with the note’s words.
R4	must	A summary reads only the note asked about, with the reader’s permissions; never linked pages.
R5	must	Pasted text is content, never instructions.
R6	must	The card puts action items first and is never longer than the note.
R7	should	Long notes are summarised in parts, and the card says which part it covers.
R8	should	A fair-use cap per member a month, set from AI-04’s high scenario.

Beyond the features

speed	The card starts to fill within 3 seconds and is done within 10 for notes under 3,000 words.
cost	Under 10% of the pack’s price per active member a month (AI-04).
access	The card meets WCAG 2.2 AA; it is announced to screen readers when ready.
privacy	No note text in logs; summaries deleted with their note.

7. Ready to launch when

3 checks

- ☐ AI-03’s eval bar is met.
- ☐ Five users have tried the card.
- ☐ The privacy notice names the vendor.

Rollout

01 Two weeks with twenty workspaces that opt in.

02 Then every workspace with the AI pack, with the share of edited items watched weekly.

8. Open questions

NO.	QUESTION	OWNER	BY
Q1	Which model, after the eval set has run on three?	Engineering	build
Q2	What fair-use cap, in summaries or in words?	Product	launch
Q3	Does billing per active member need new terms for existing workspaces? (CEO, with counsel)	CEO	price test

9. Changes

19.10.2026 First draft, with the audit (SPECIMEN).

quietlybuild

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Fixed-scope product and AI work, written down and dated.

This is a specimen. Northwind Notes does not exist. Its plans, prices, feature and every figure about its use were made up to show the format. The model prices are real, as each vendor’s page showed them on the date given. It gives product judgement, not legal, tax or regulatory advice.