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Corey Brown
Can Zhao

toki

Design Specification

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01 Introduction

1. Problem Setting
2. What Toki does

Problem Setting

Attendees from various disciplines could contribute diverse perspectives to modern business meetings. We explored this problem space during the past five months through a series of methods. We started with surveys, competitive assessments, secondary research, semi-structured expert and user interviews. By talking to software engineers, product/project managers, and designers in technology companies, we summarized the following pain points in multi-disciplinary meetings:

1. Difficult to cross knowledge gaps
2. Hard to keep track of conversations
3. Cumbersome to remember context

In reality, it would be impossible to confirm each other's memories and understanding of words during meetings despite the gaps of various memory capacity and understanding of things...The thing that makes meeting powerful is to **create a shared memory.**

by Kevin M. Hoffman, Author of Meeting Design

What Toki Does

Toki automates the note-taking process and caters to human behaviors in working environment.

It transcribes meeting conversations into digestible data. Unlike rolling transcripts that are distracting and cumbersome to read, Toki encapsulates decisions or actionable items as “moments” on a timeline for attendees to verify on the spot. A moment contains important details of the tasks captured from conversations such as task owners, due dates, and snippets of transcripts around that moment. On the other hand, if users wish to make annotations about certain content that are within or beyond their knowledge, they can make public or private notes on the timeline and select the relevant piece of transcript.

Toki makes sure attendees can all refer to the same version of documentation, where everyone has access to contribute during meetings. This unified, chronological documentation tool empowers attendees to build collective memories and recall the context of every decision they have made even in a long product cycle.

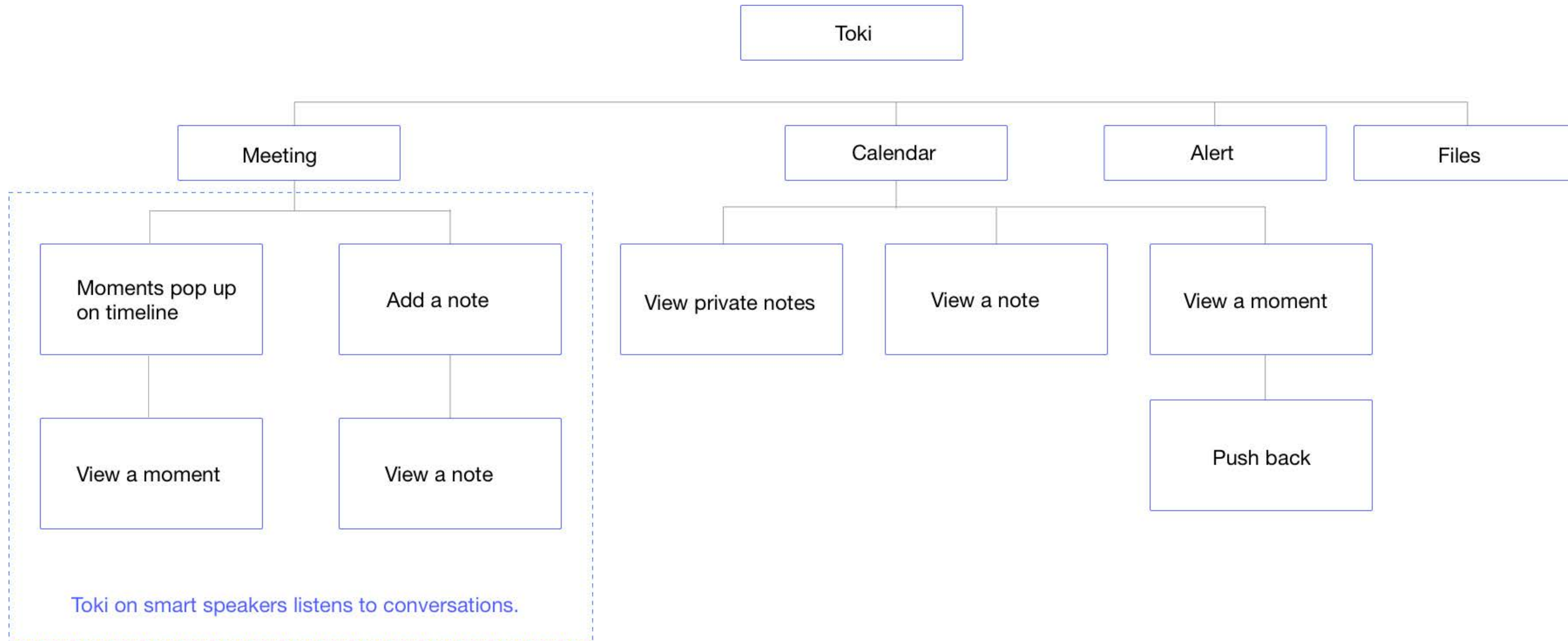
Toki relies on smart speaker systems such as Alexa or Google Home. It utilizes speech-to-text technologies to parse conversations during meetings. An onboarding process within companies would be necessary for Toki to recognize each employee's voice. During our user testing, some participants raised concerns about this feature and wished to be anonymous in snippets of transcripts, while some others think it's necessary in professional working environment.

02 System Overview

1. System Diagram
2. User Flow
3. Dialogue Flow

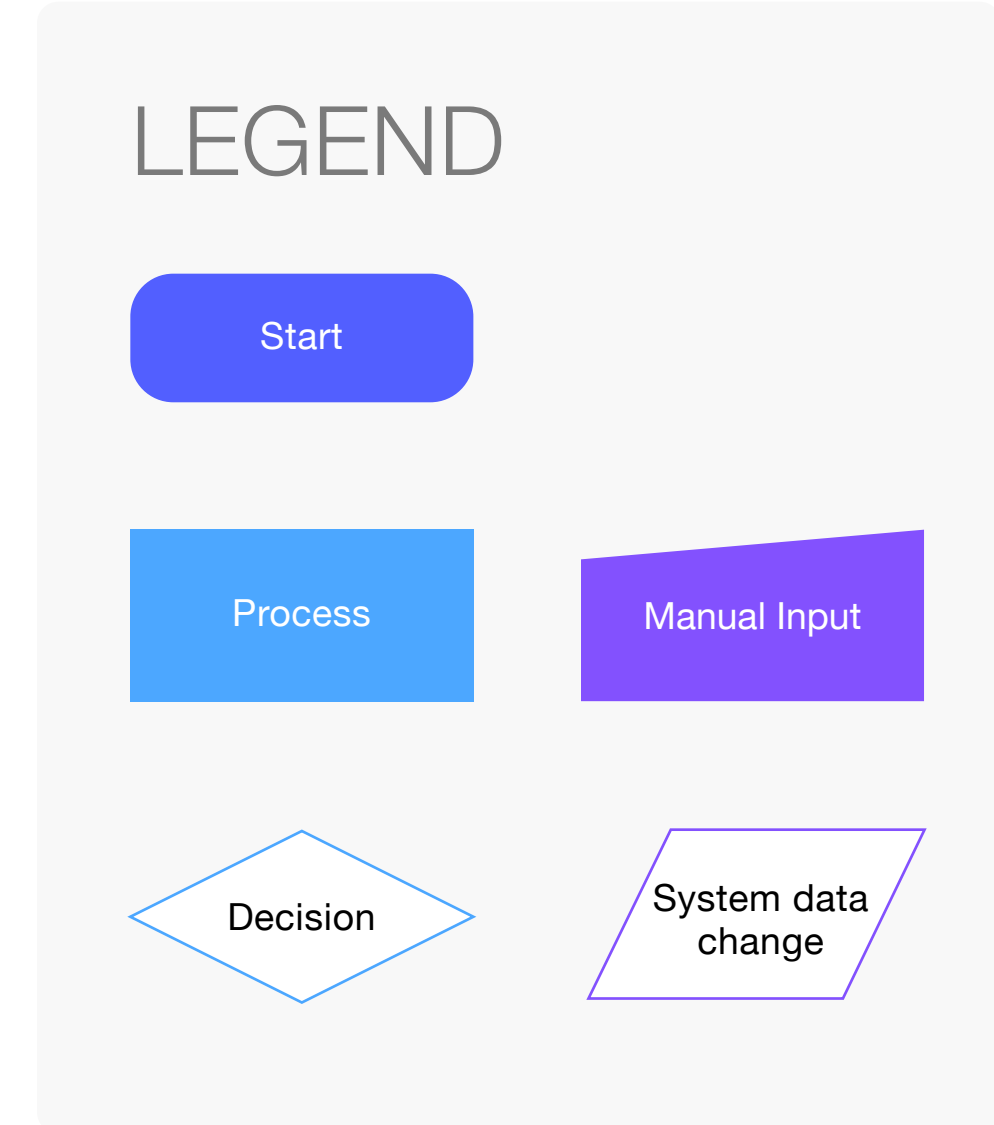
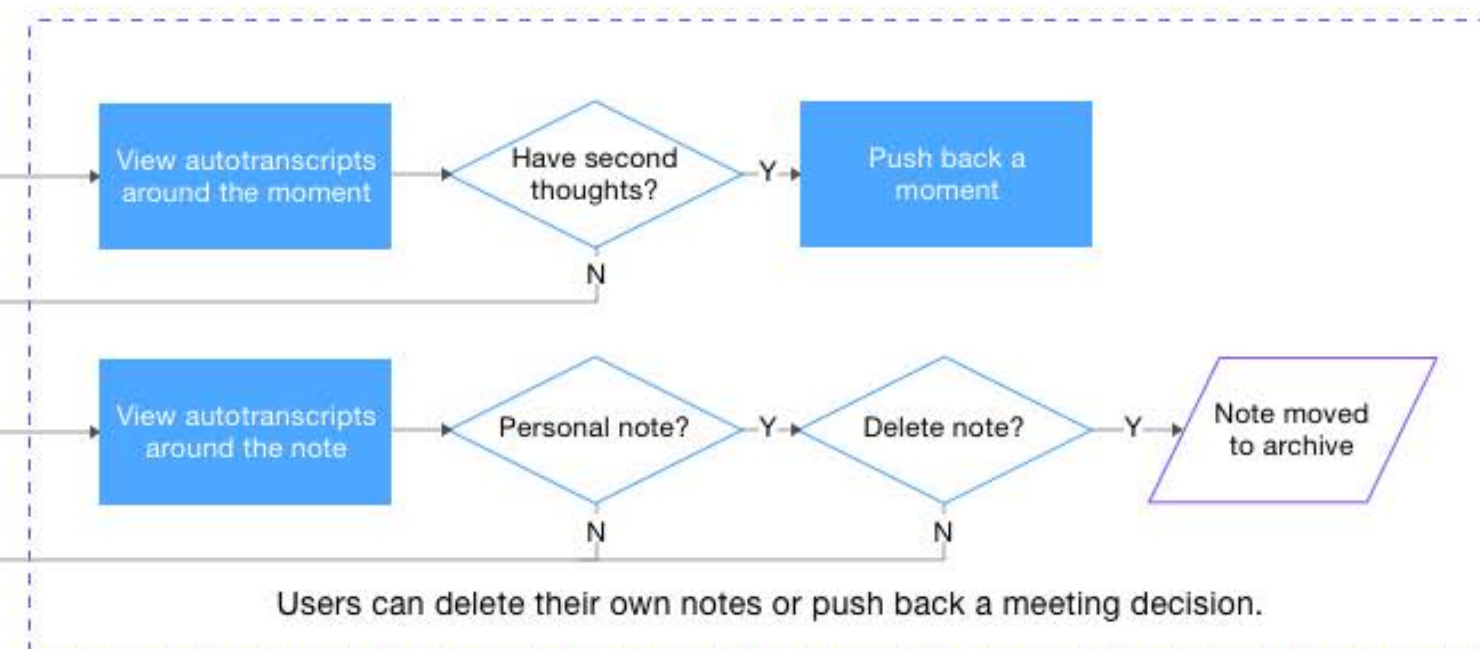
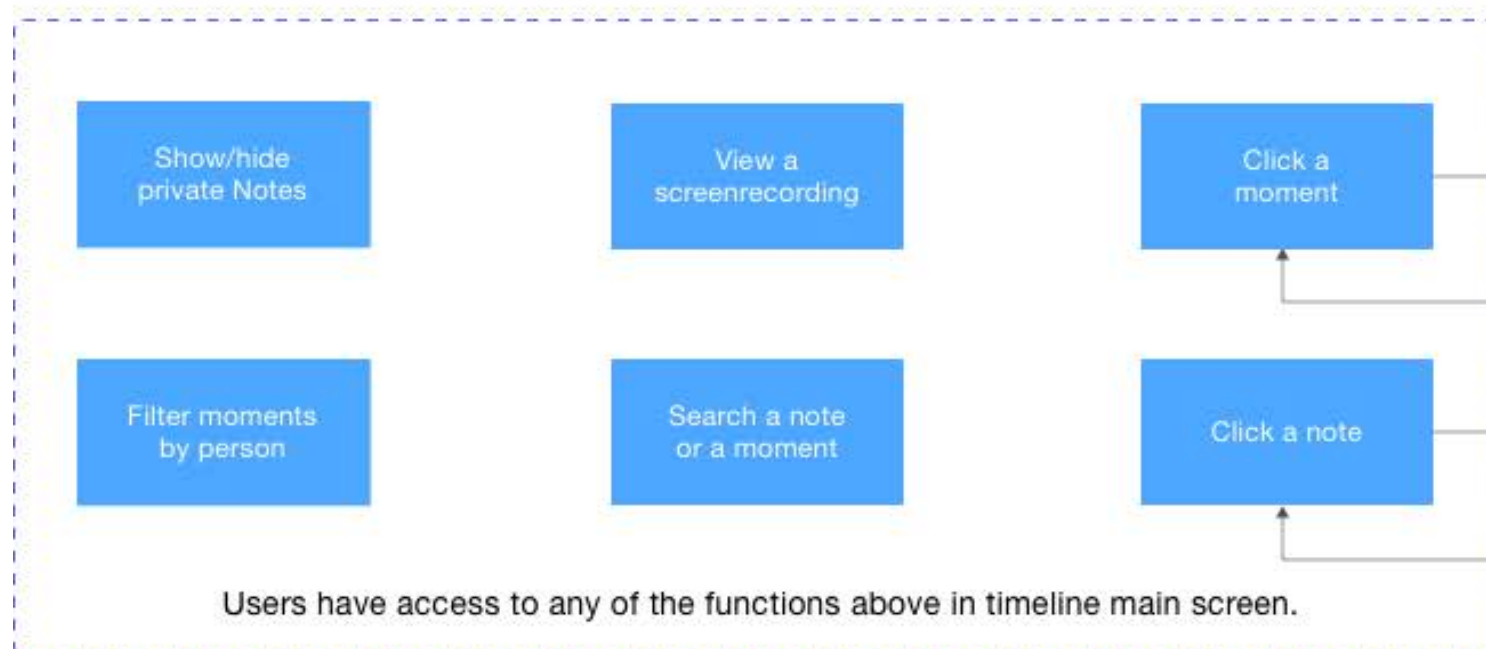
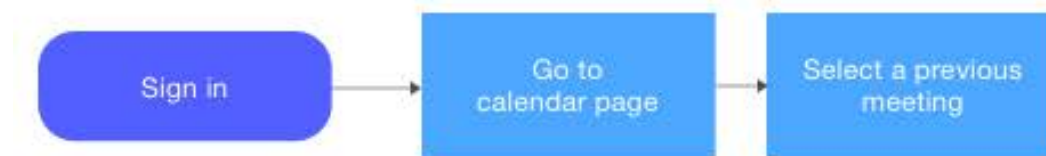
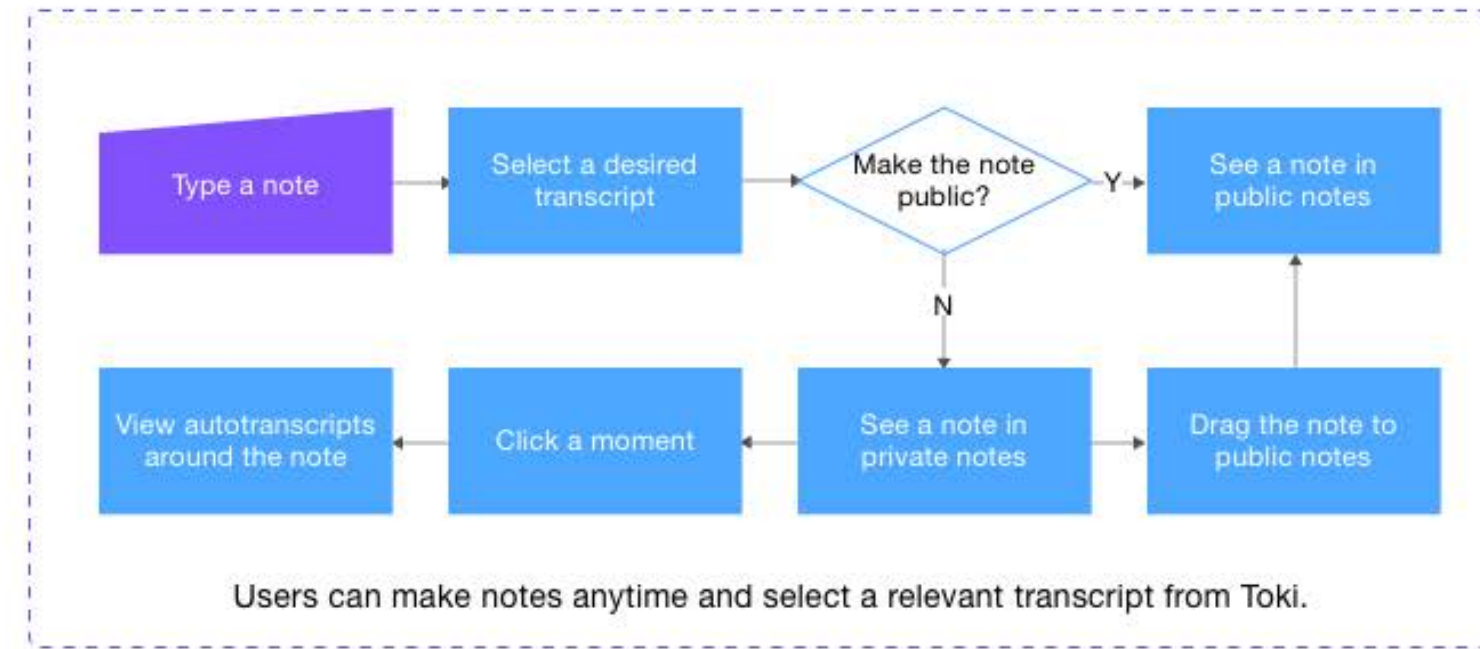
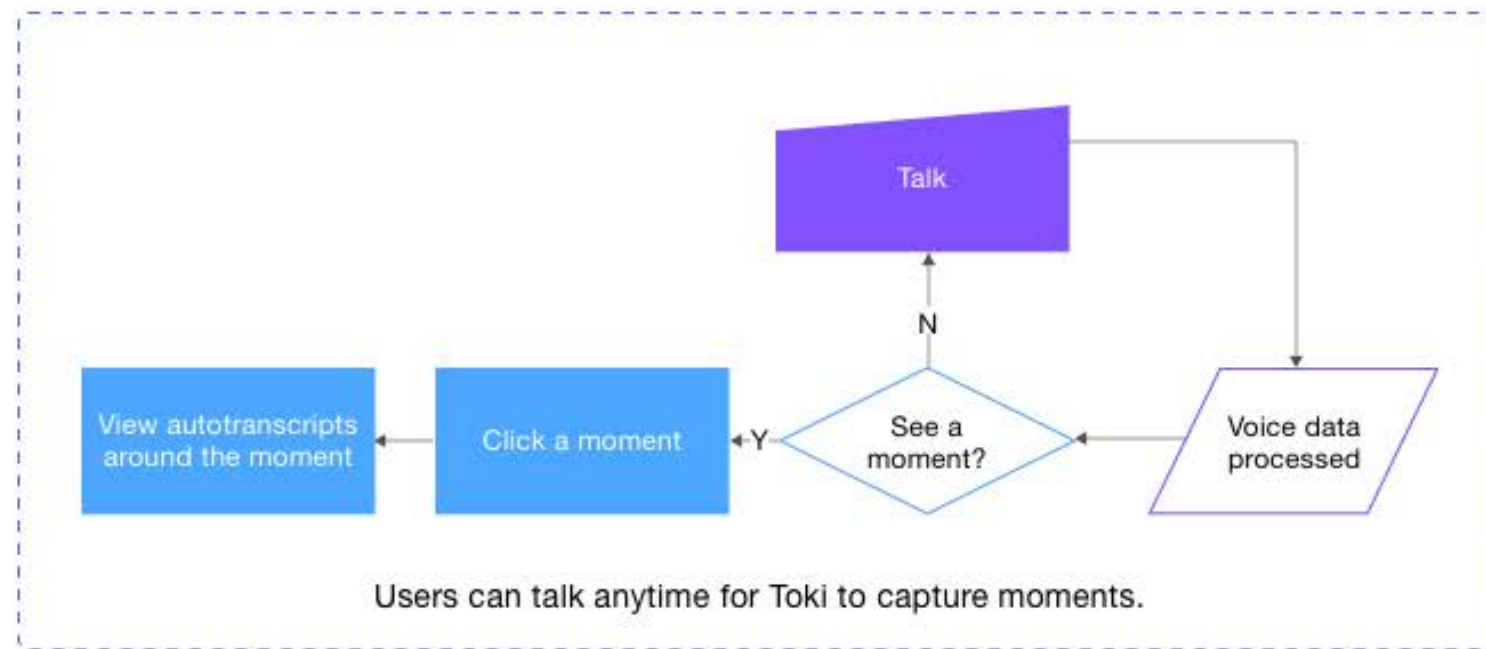
System Diagram

The diagram represents Toki's entire system. Toki listens and transcribes conversations on a smart speaker platform. The major interactions occur within "Meeting" and "Calendar."



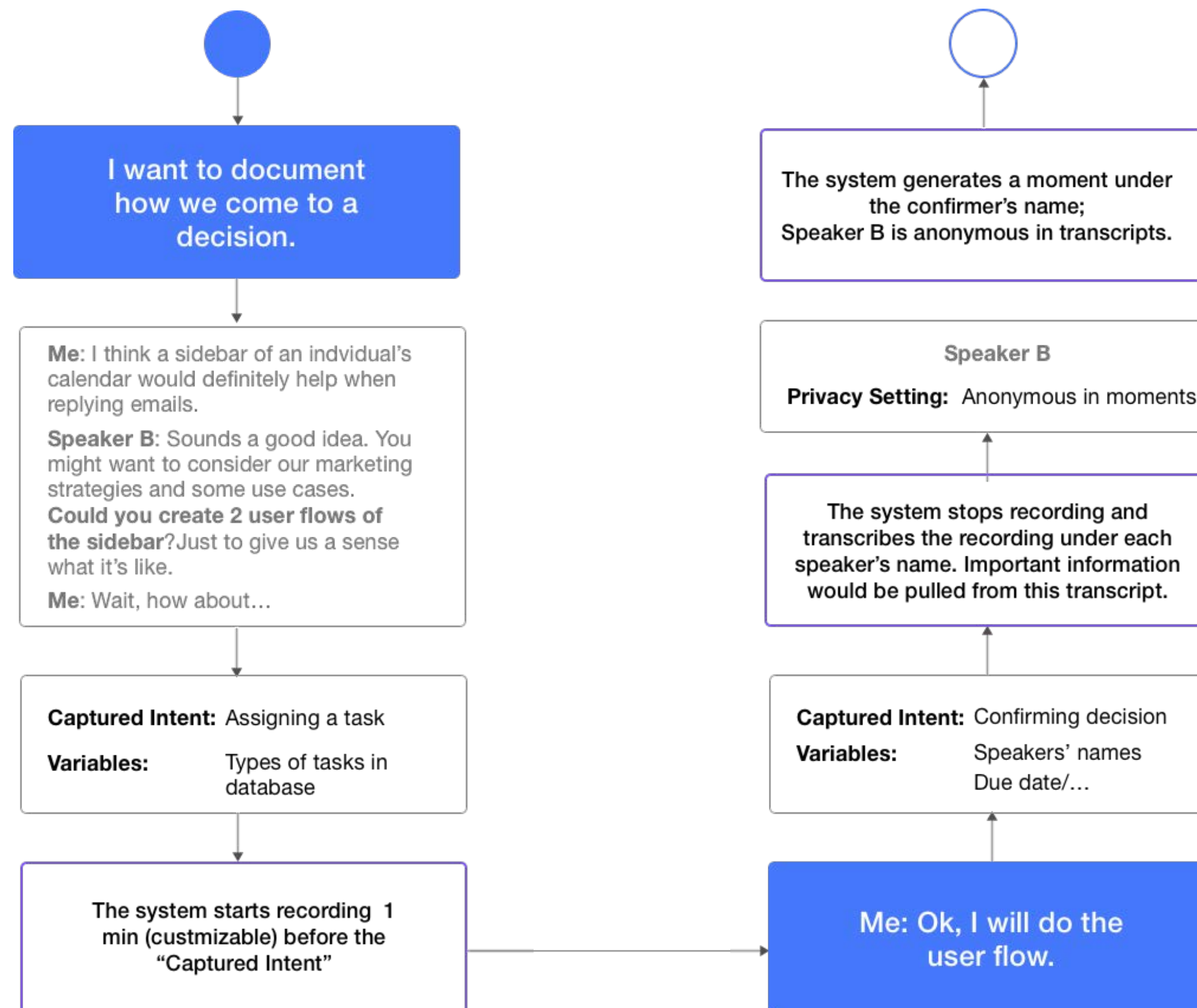
User Flow

This user flow illustrates a typical user journey of generating moments, adding notes, and viewing each item on the timeline during or after meetings. Moments are pieces of transcripts around tasks, decisions, or actionable items. Users need to sign in with their company email address.



Dialogue Flow

Toki is an automated documentation tool to manage the complexity of modern business meetings. This illustrates how Toki works.



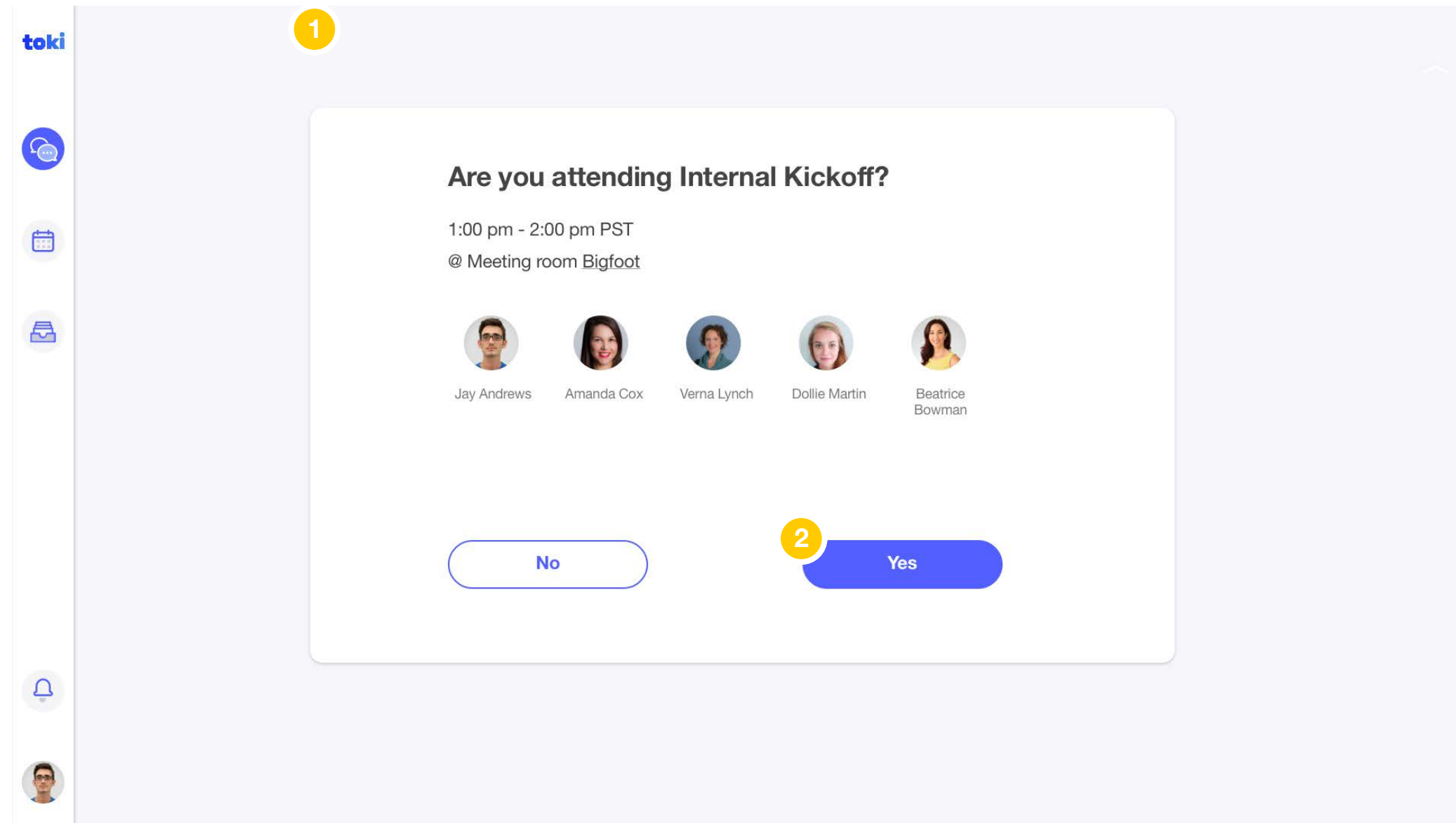
03 Hero Flow



1. During Meeting
2. Post Meeting

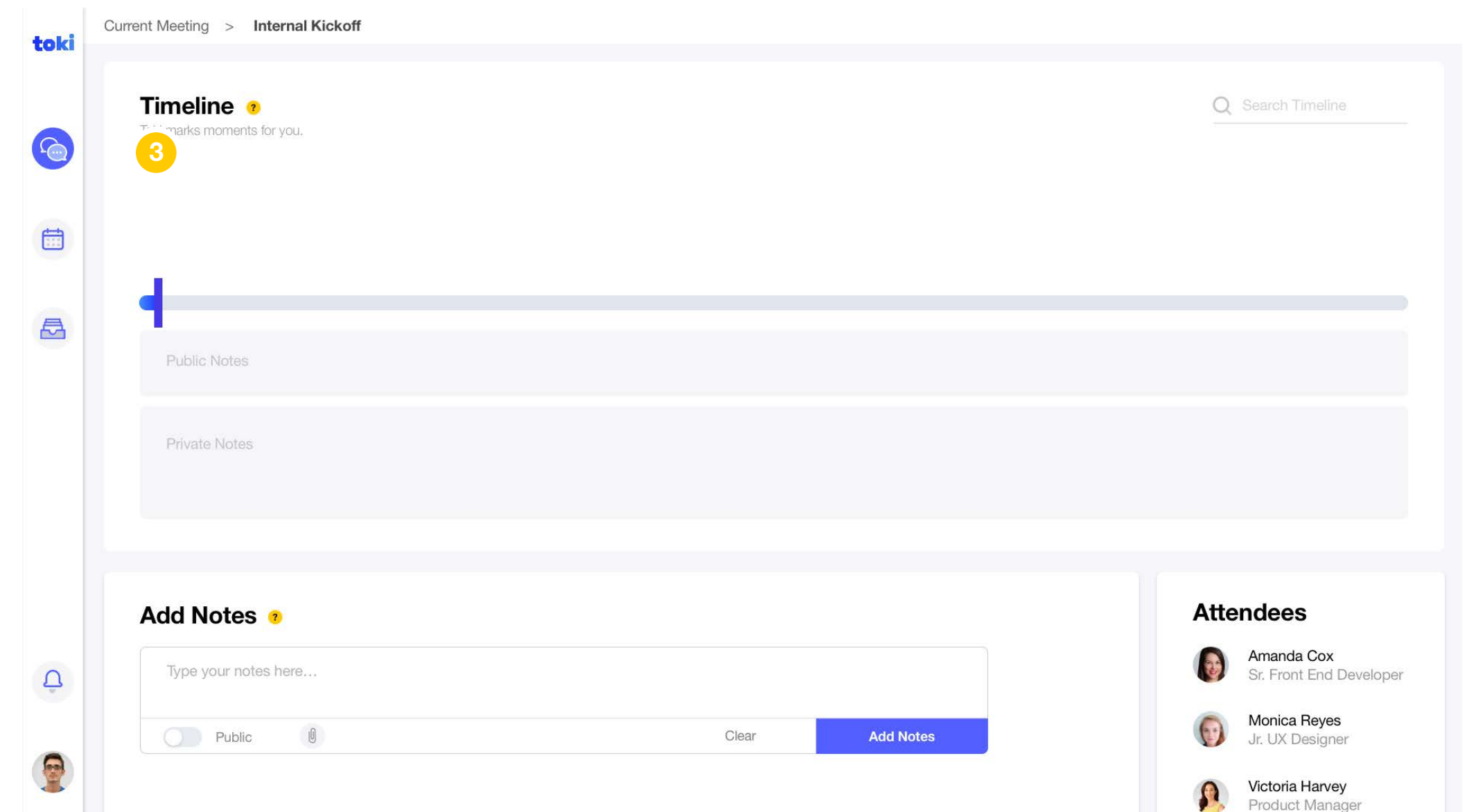
During Meeting

Entering a Meeting



1. System recognizes scheduled meeting on user's calendar and prompts for confirmation that they are currently attending.

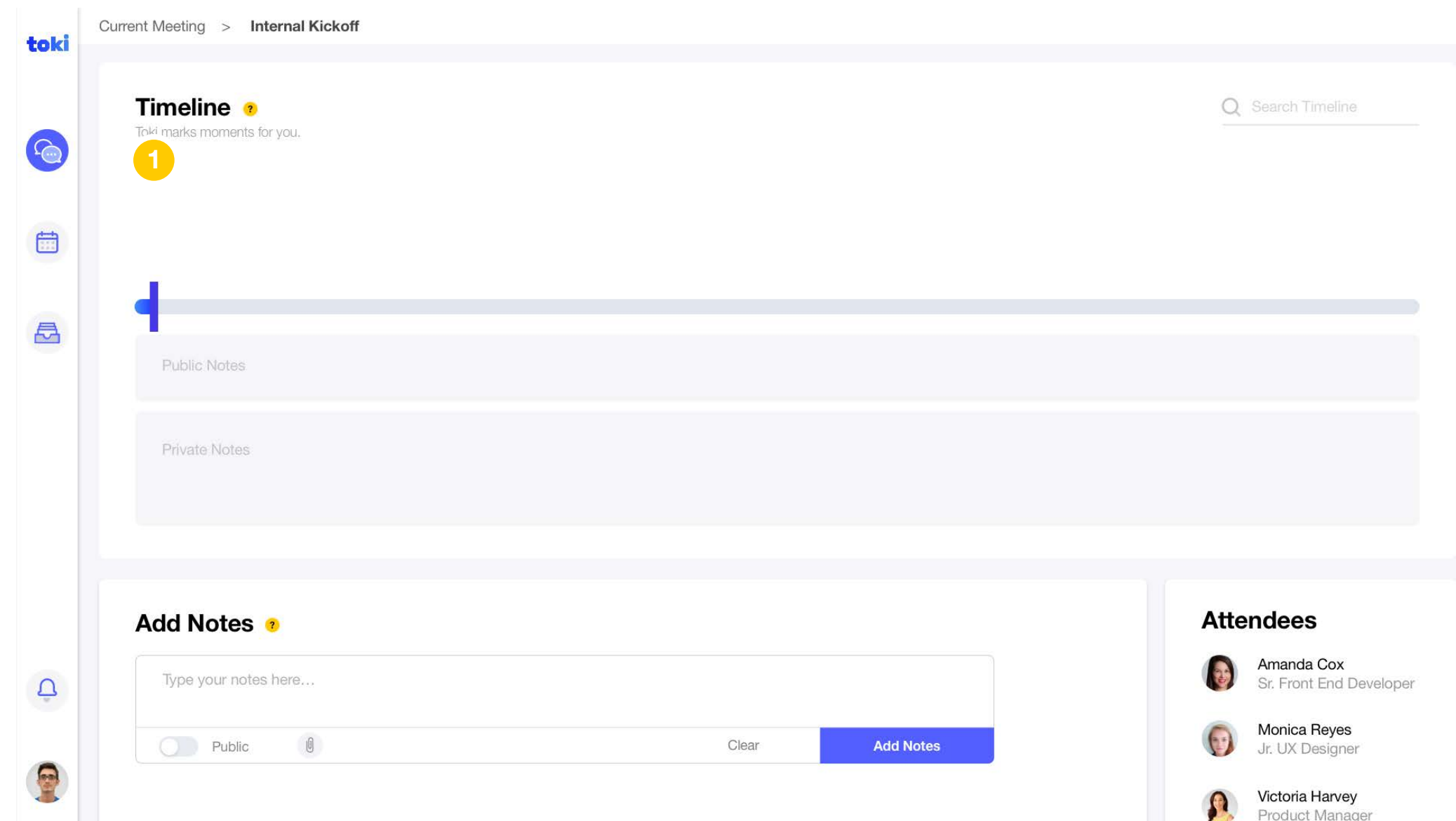
2. User clicks "yes."



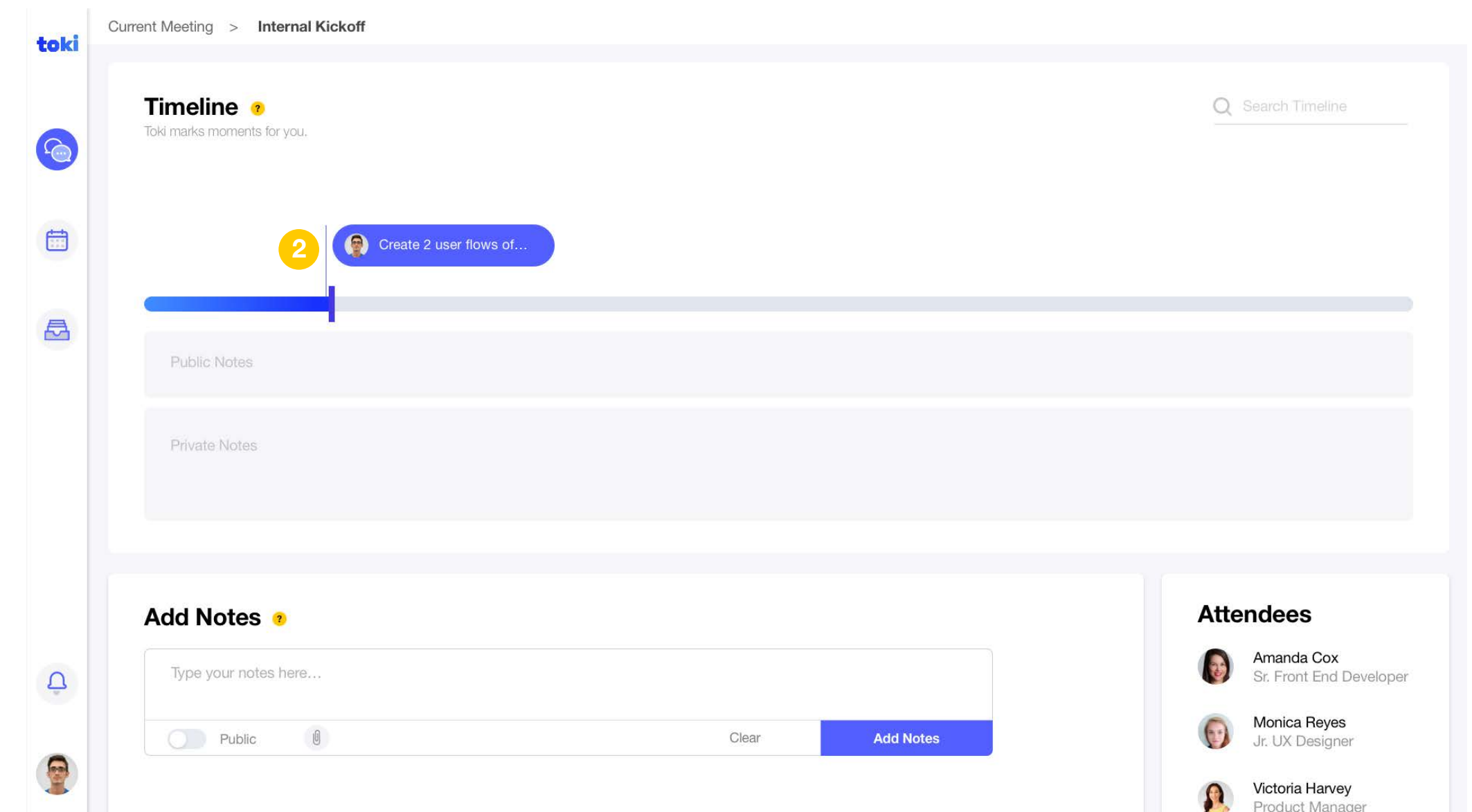
3. Timeline and in-meeting features appear.

During Meeting

Toki Adding a Moment to the Timeline



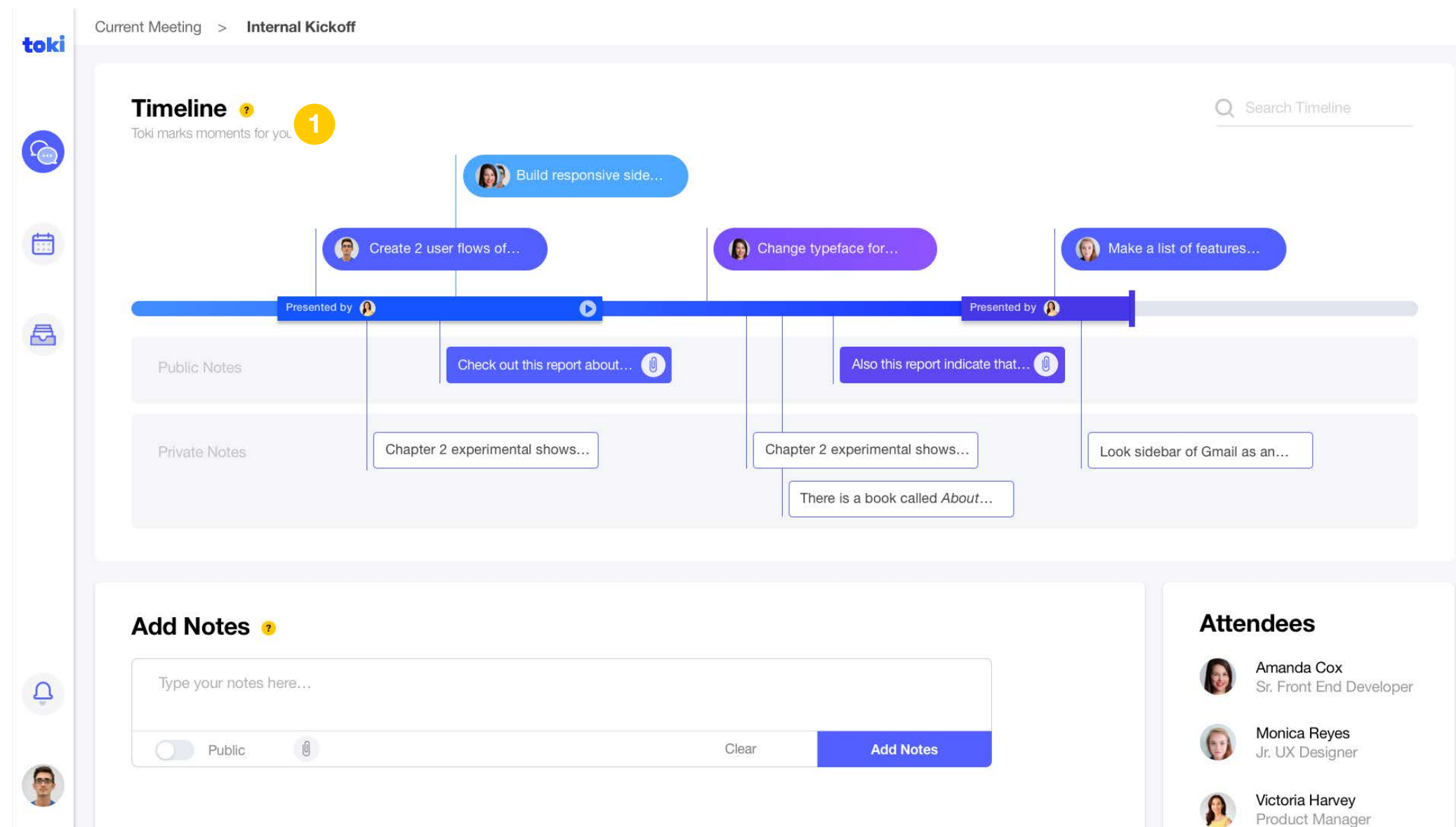
1. Toki listens to the meeting, and timeline marker moves from left to right as the meeting progresses.



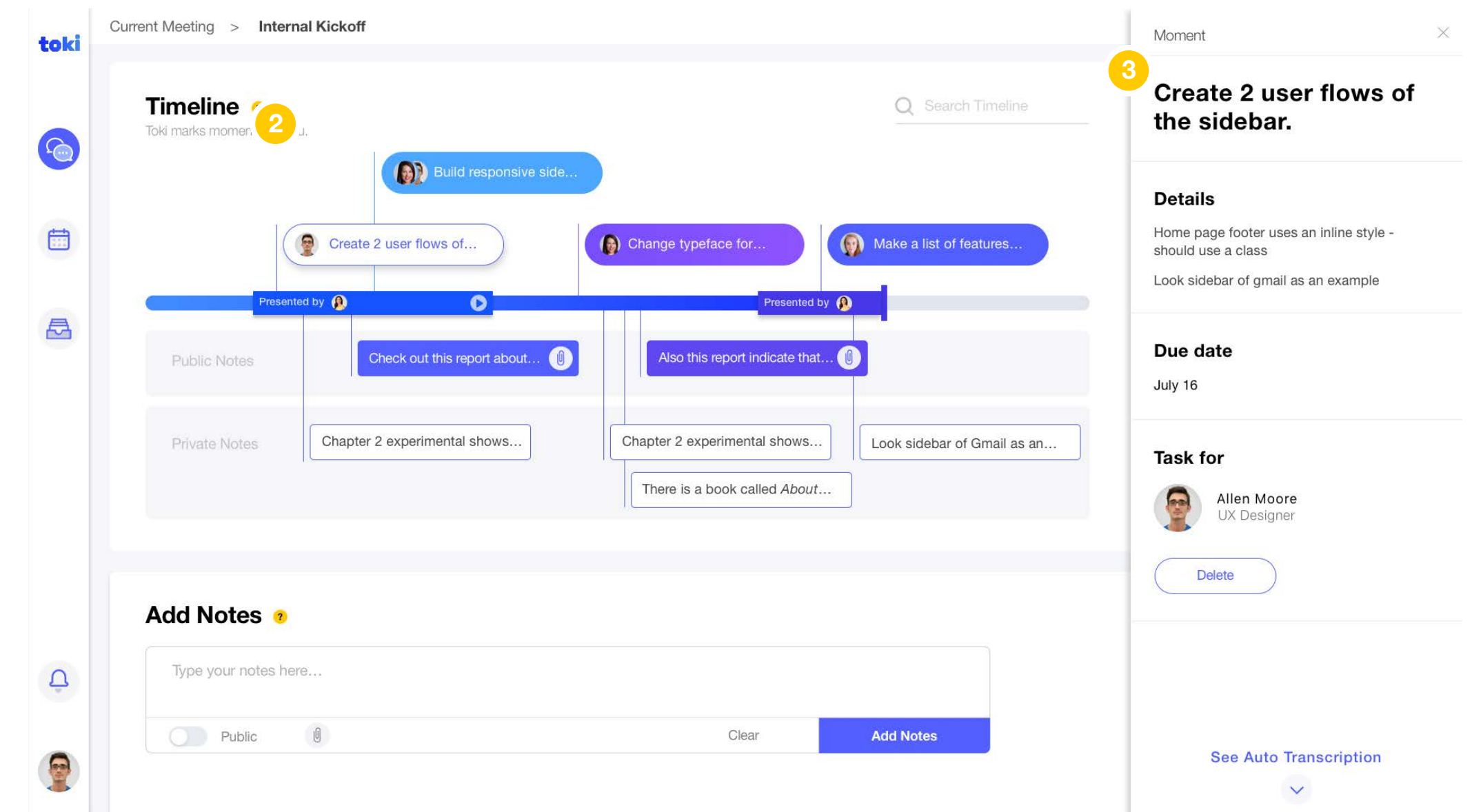
2. When Toki hears actionable words (“create two user flows of the sidebar”), Toki marks the actionable item as a ‘moment’ above the timeline with preview text and an image of to whom the task is assigned.

During Meeting

Viewing Details of a Moment



1. User selects a moment by clicking on the moment's pill.

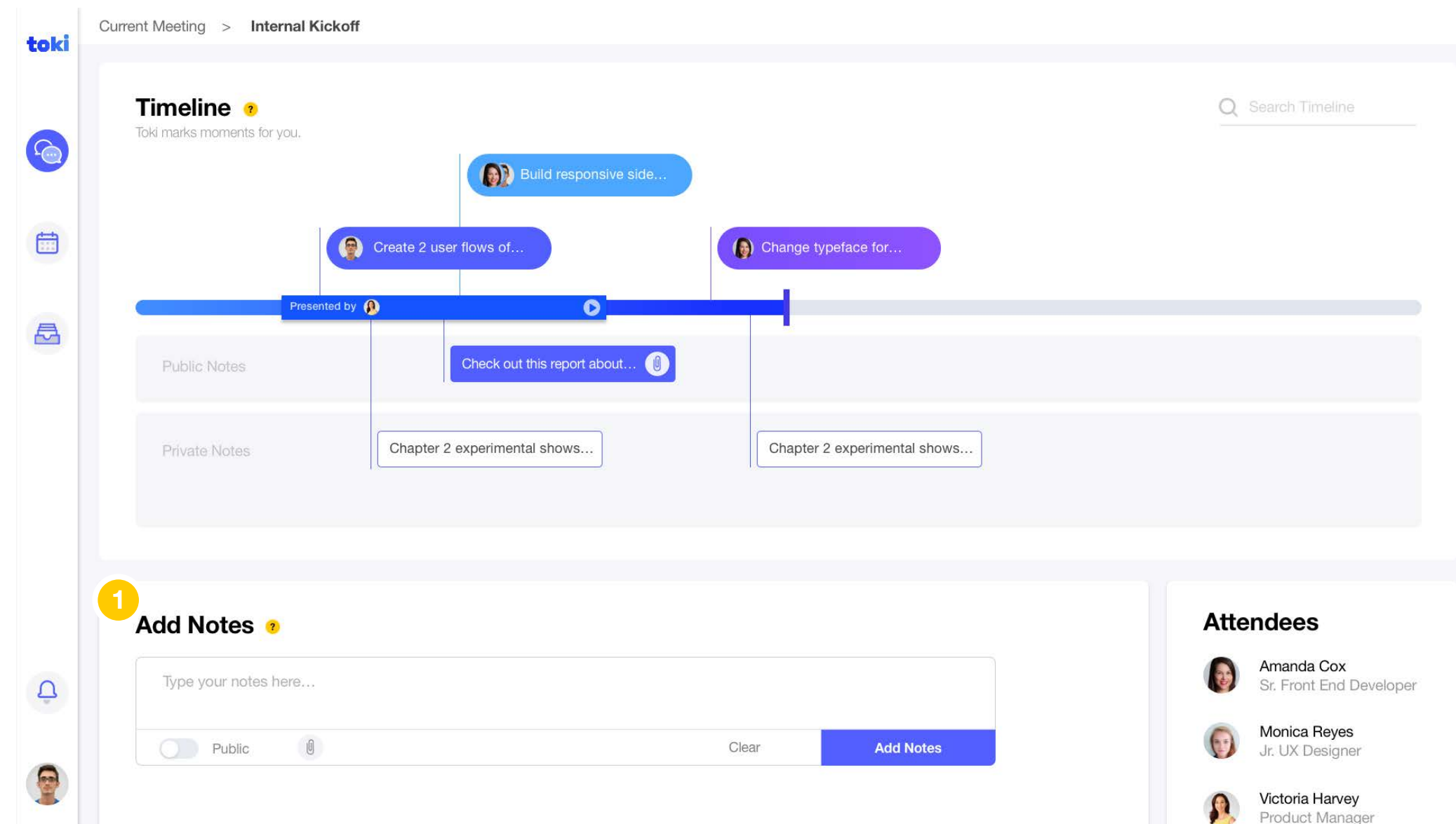


2. Moment text/background color is inverted and drop shadow appears, signifying that the moment is now selected.

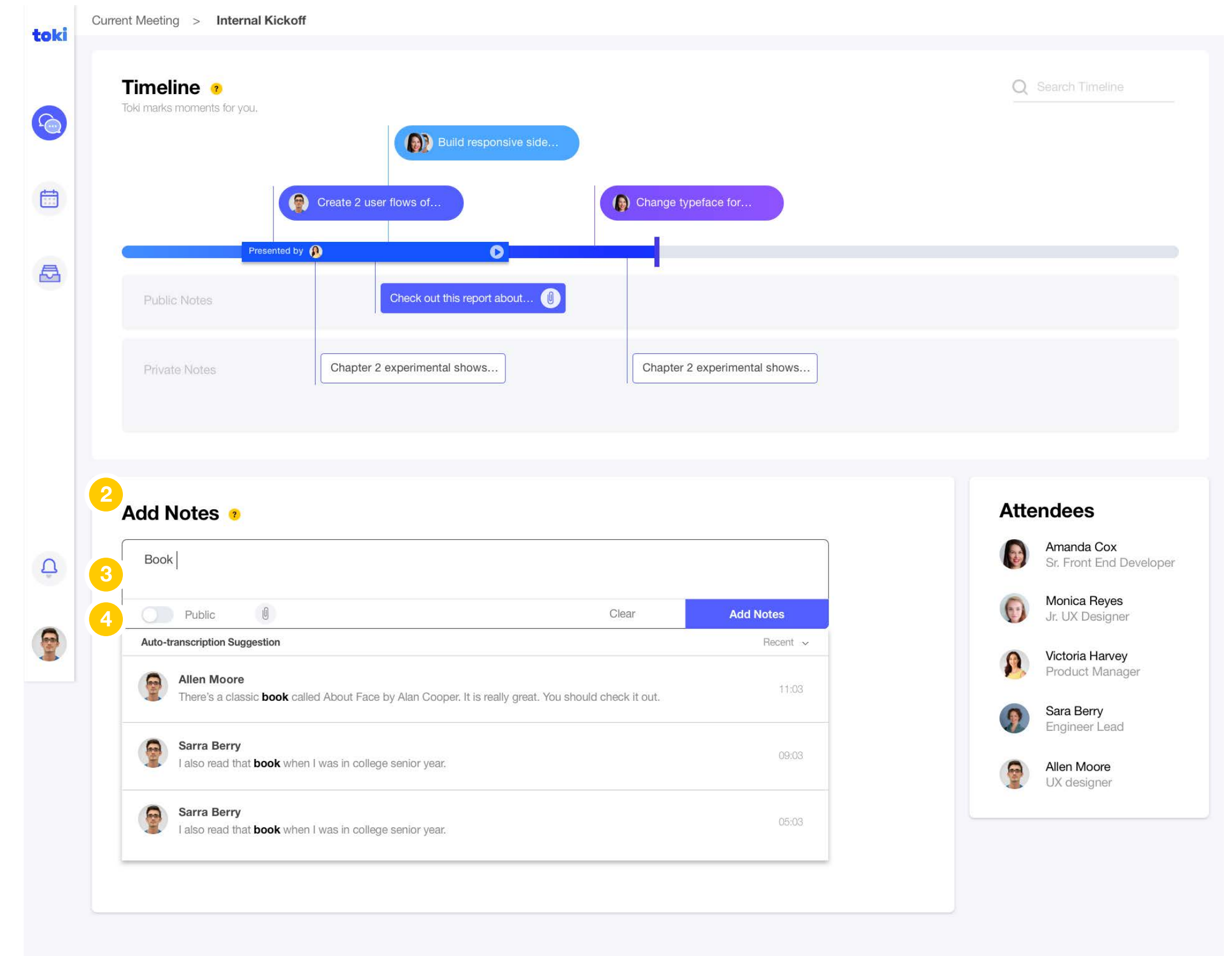
3. Moment details slide in from the right.

During Meeting

Adding a Note



1. User clicks within the 'Add Notes' text box.



2. User begins typing their note.

3. Toki provides dynamic suggestions from auto-transcription to attach to the note, based on the user's input.

4. User selects relevant auto-transcription to attach to their note.

During Meeting

Adding a Note

Current Meeting > Internal Kickoff

Timeline ⓘ
Toki marks moments for you.

Build responsive side...
Create 2 user flows of...
Change typeface for...
Presented by
Check out this report about...
Chapter 2 experimental shows...
Chapter 2 experimental shows...

5
6 **Add Notes** ⓘ **7**

"There's a classic book called About Face by Alan Cooper. It is really great. You should check it out."
It's a book about interaction design.

Public Clear Add Notes

Attendees

- Amanda Cox
Sr. Front End Developer
- Monica Reyes
Jr. UX Designer
- Victoria Harvey
Product Manager

5. Auto transcription appears in quotation marks along with the user's note.
6. User has the option to make the note public, attach a file, or clear the input.
7. User clicks 'add notes.'

Current Meeting > Internal Kickoff

Timeline ⓘ
Toki marks moments for you.

Build responsive side...
Create 2 user flows of...
Change typeface for...
Presented by
Check out this report about...
Chapter 2 experimental shows...
Chapter 2 experimental shows...
There is a book called About...

8

Add Notes ⓘ

Type your notes here...

Public Clear Add Notes

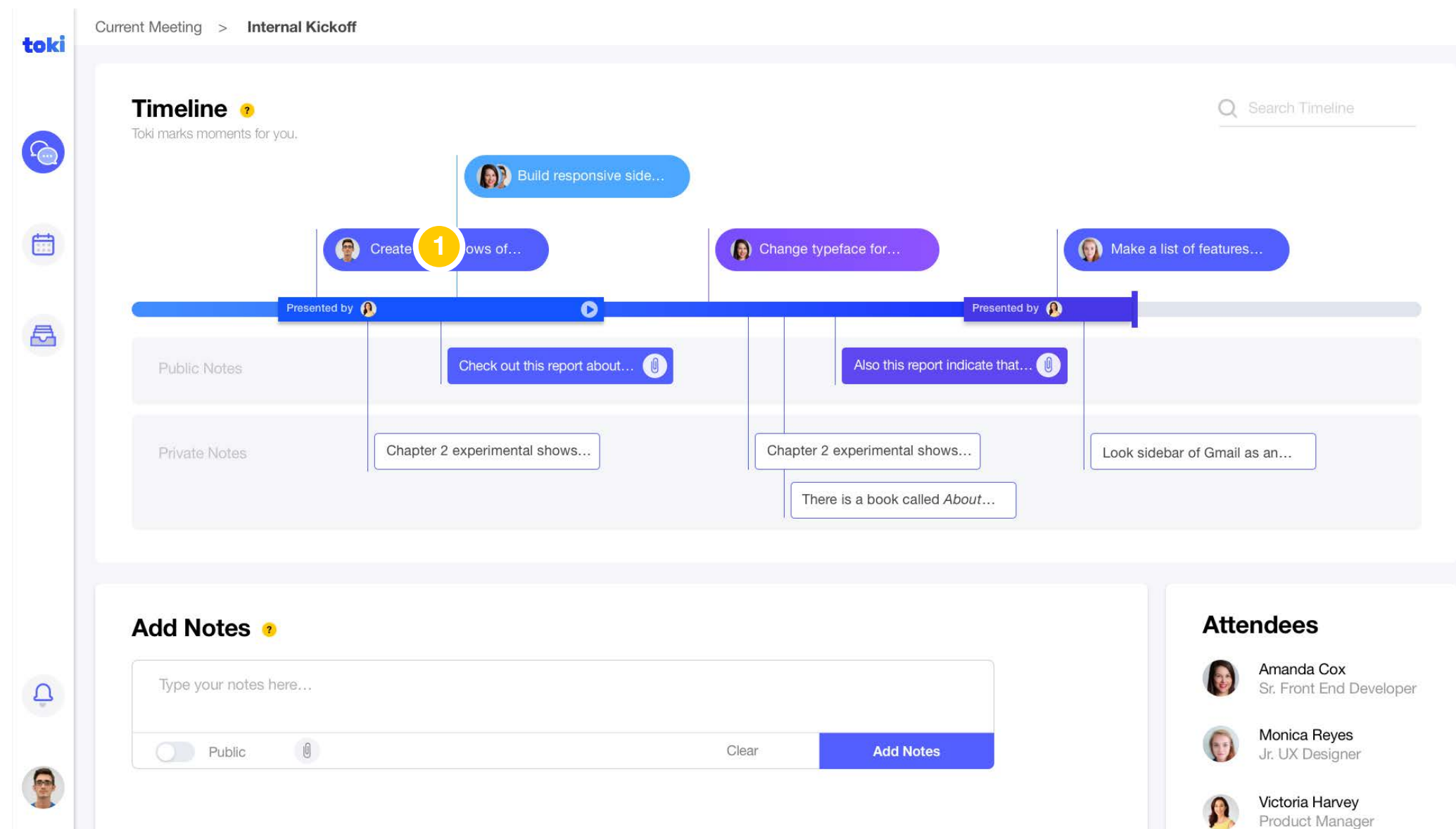
Attendees

- Amanda Cox
Sr. Front End Developer
- Monica Reyes
Jr. UX Designer
- Victoria Harvey
Product Manager

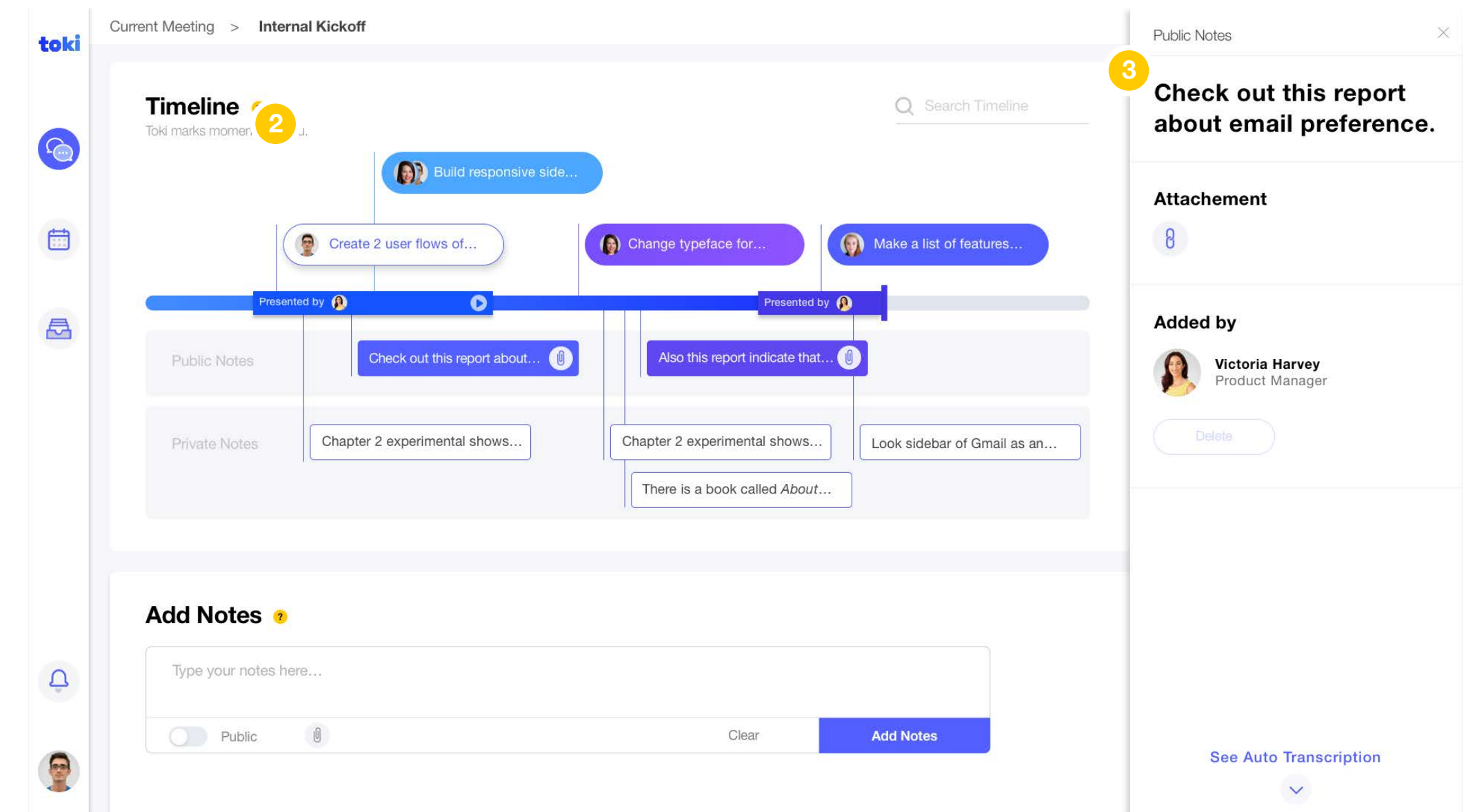
8. Note is marked on the timeline, in the private notes section, visible to only the user.

During Meeting

Viewing Details of a Moment



1. User selects a note by clicking on the note's box on the timeline.

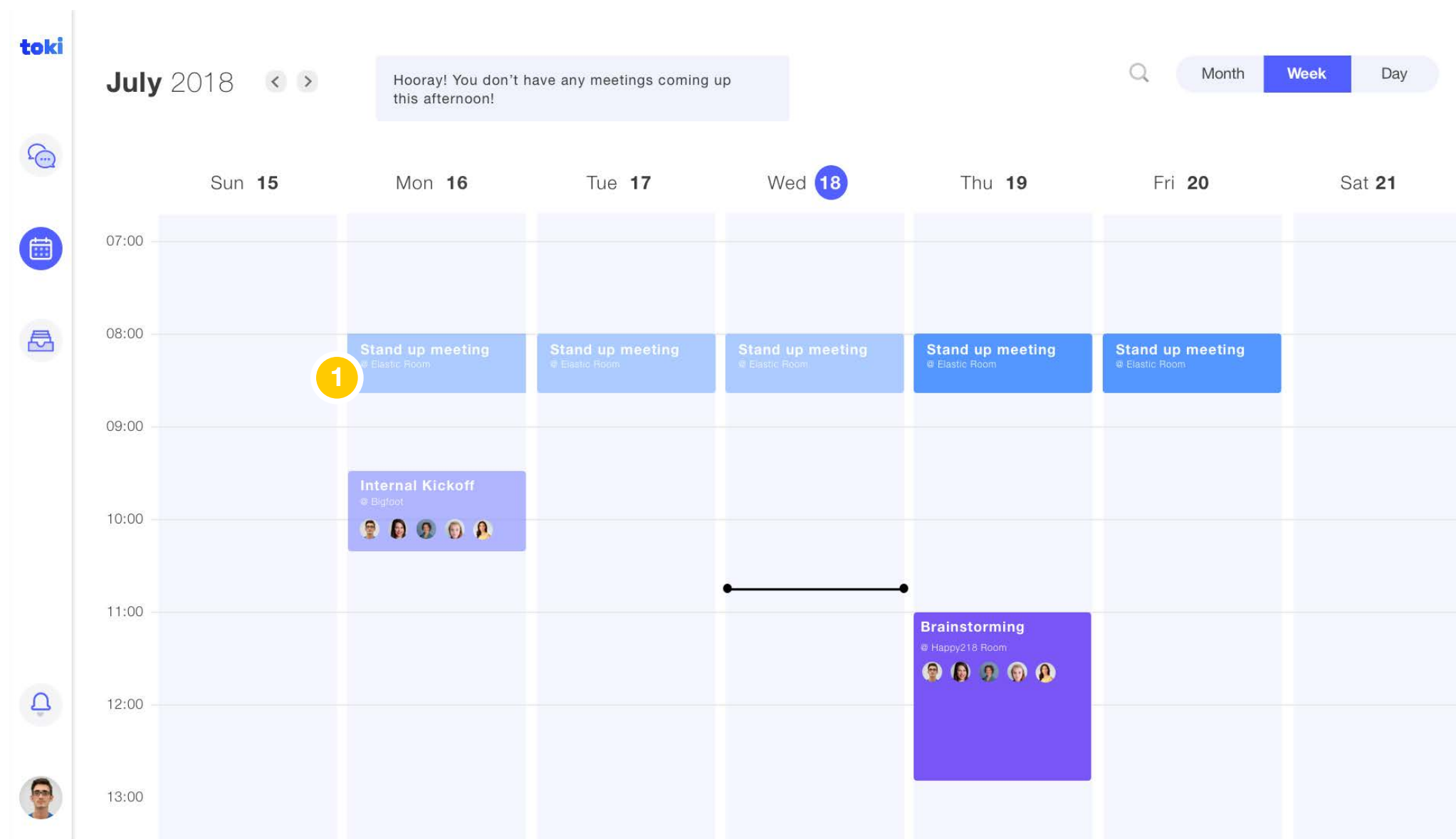


2. Note's text/background color is inverted and drop shadow appears, signifying that the note is now selected.

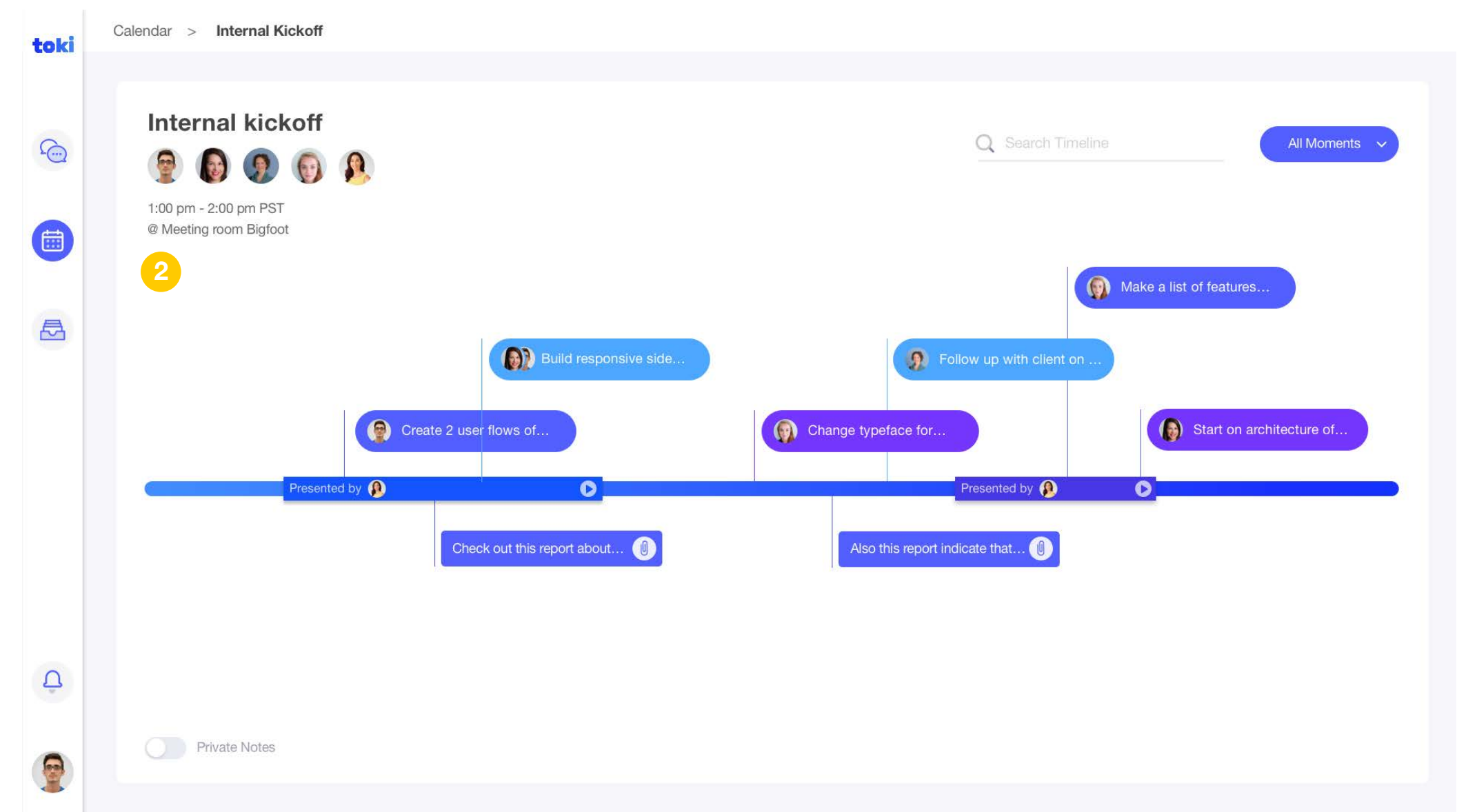
3. Note details slide in from the right.

Post Meeting

Accessing a Past Meeting



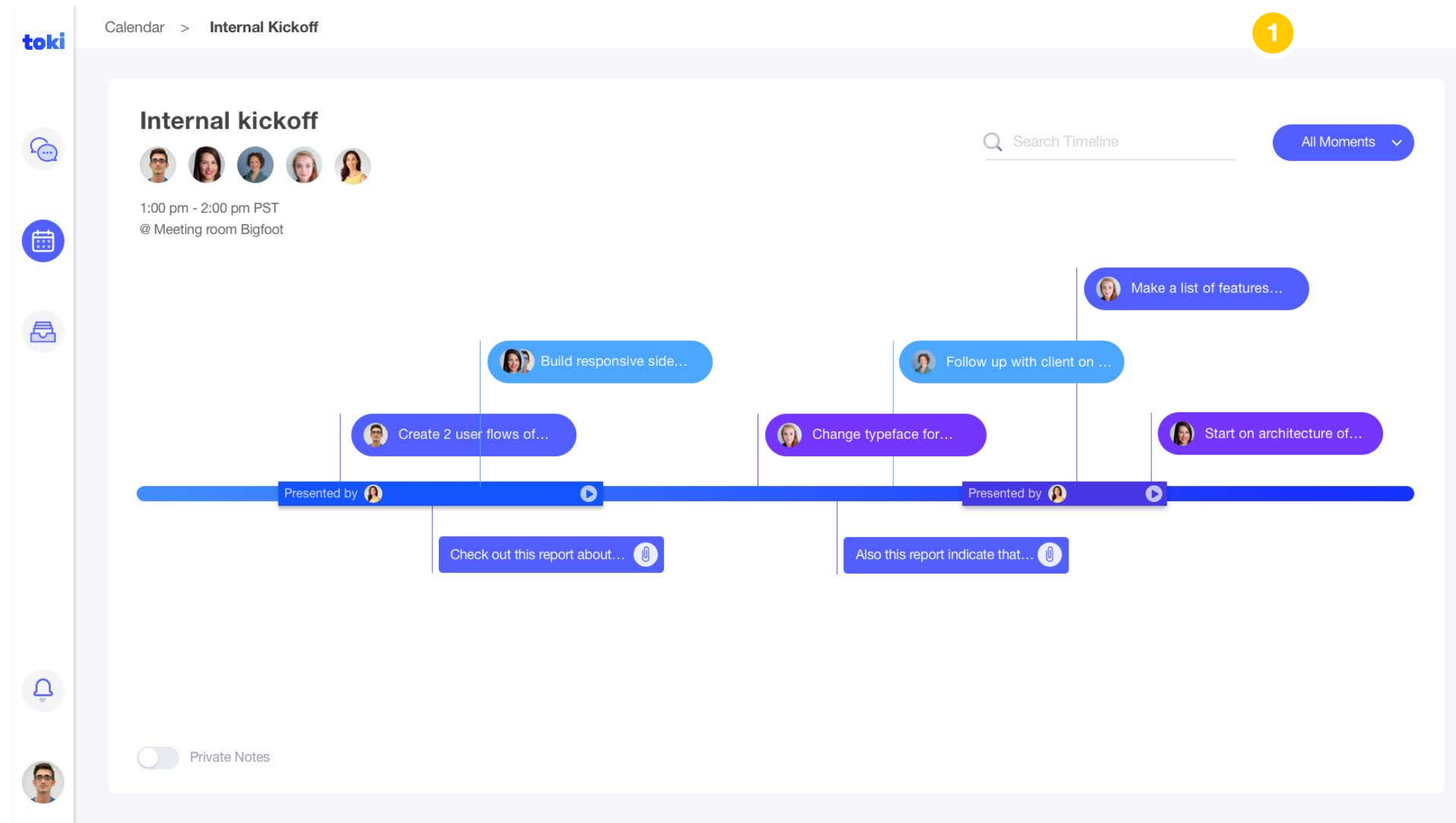
1. User selects the past meeting on the calendar by clicking the meeting block.



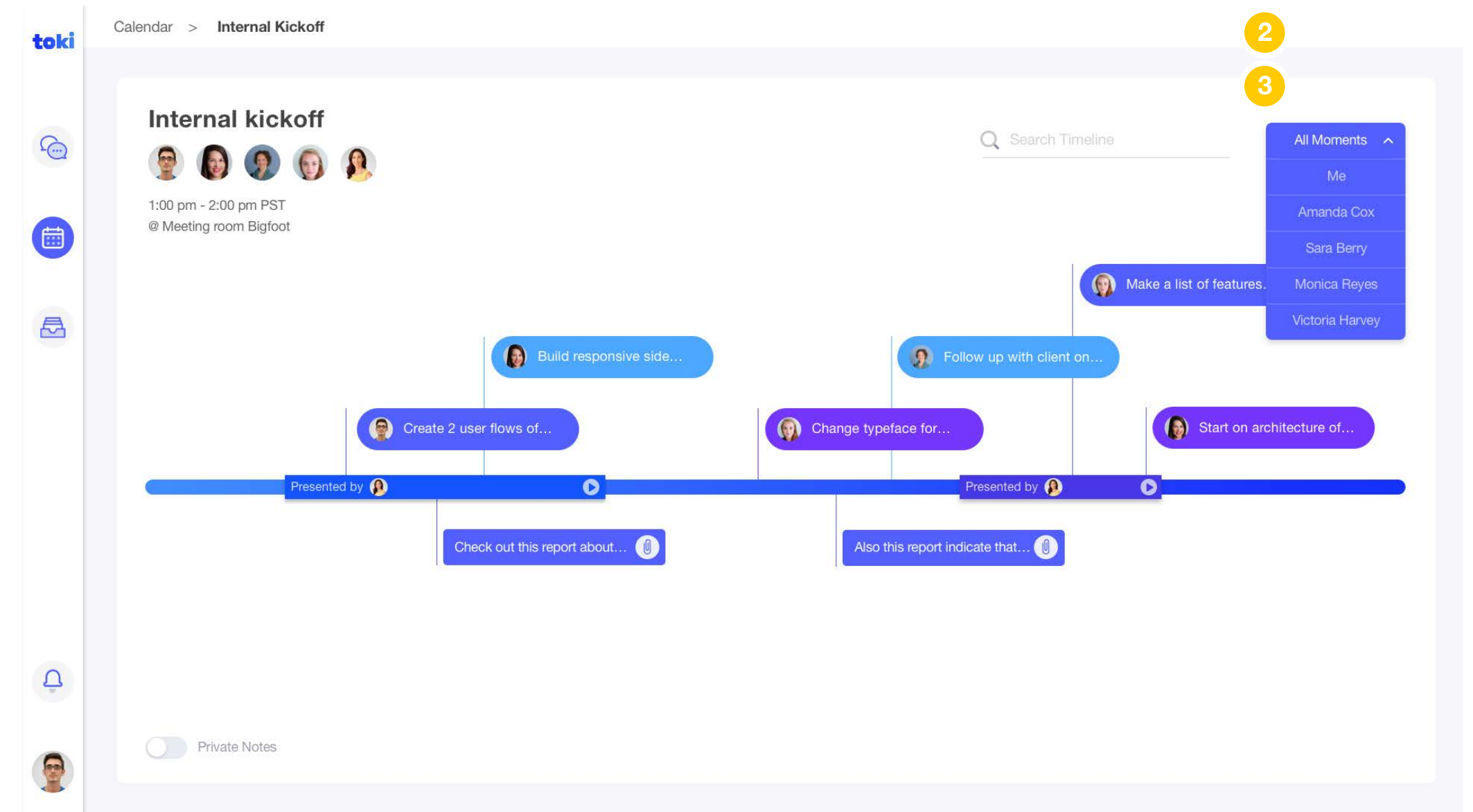
2. Timeline appears with moments and public notes visible, by default. User has the option to make private notes visible through the toggle in bottom-left section of the screen.

Post Meeting

Filtering Moments



1. User clicks the arrow in the drop-down filter in the top-right of the screen.

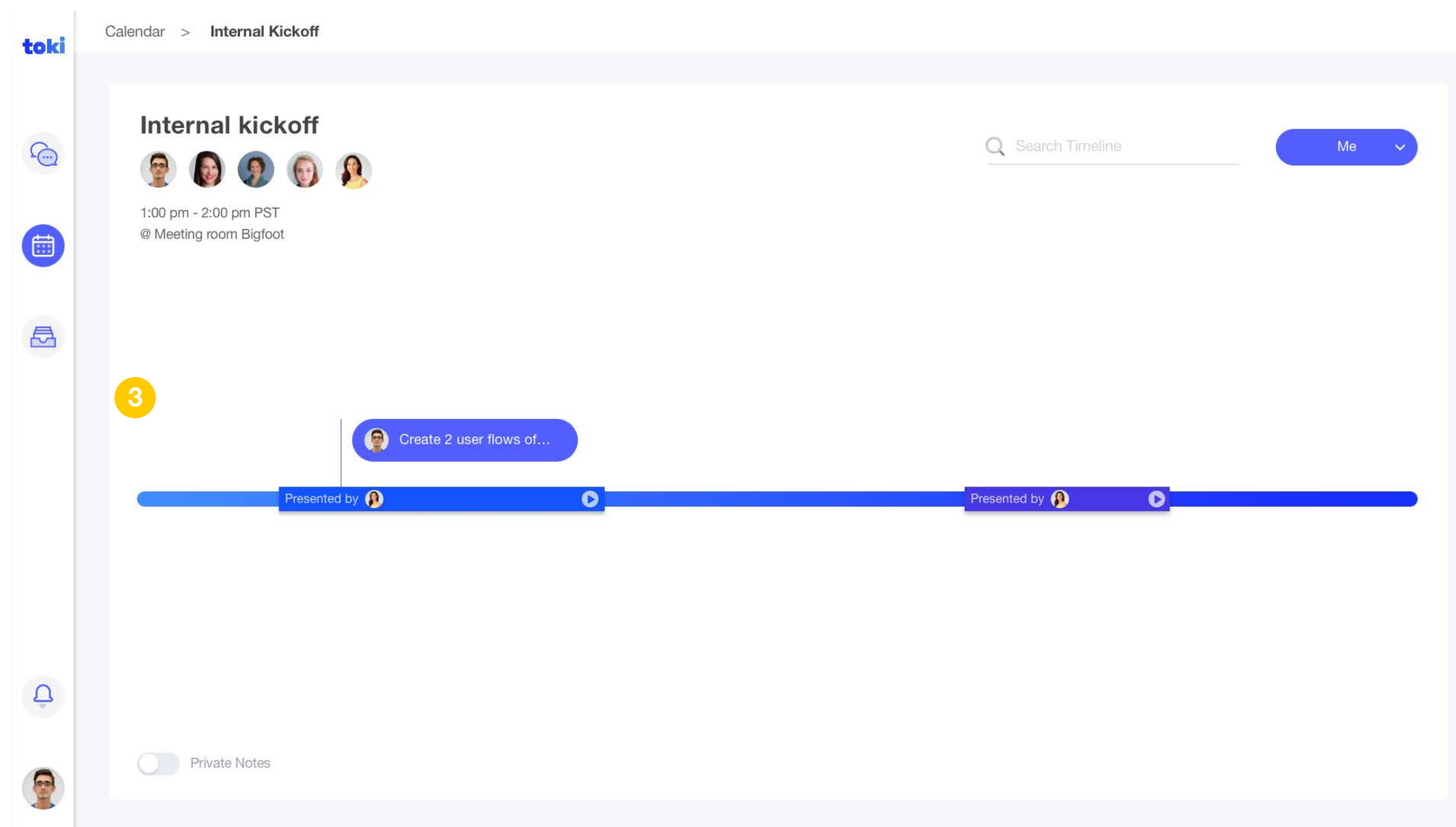


2. Attendees names animate down from drop-down box.

3. User selects "me" to filter moments only related to him.

Post Meeting

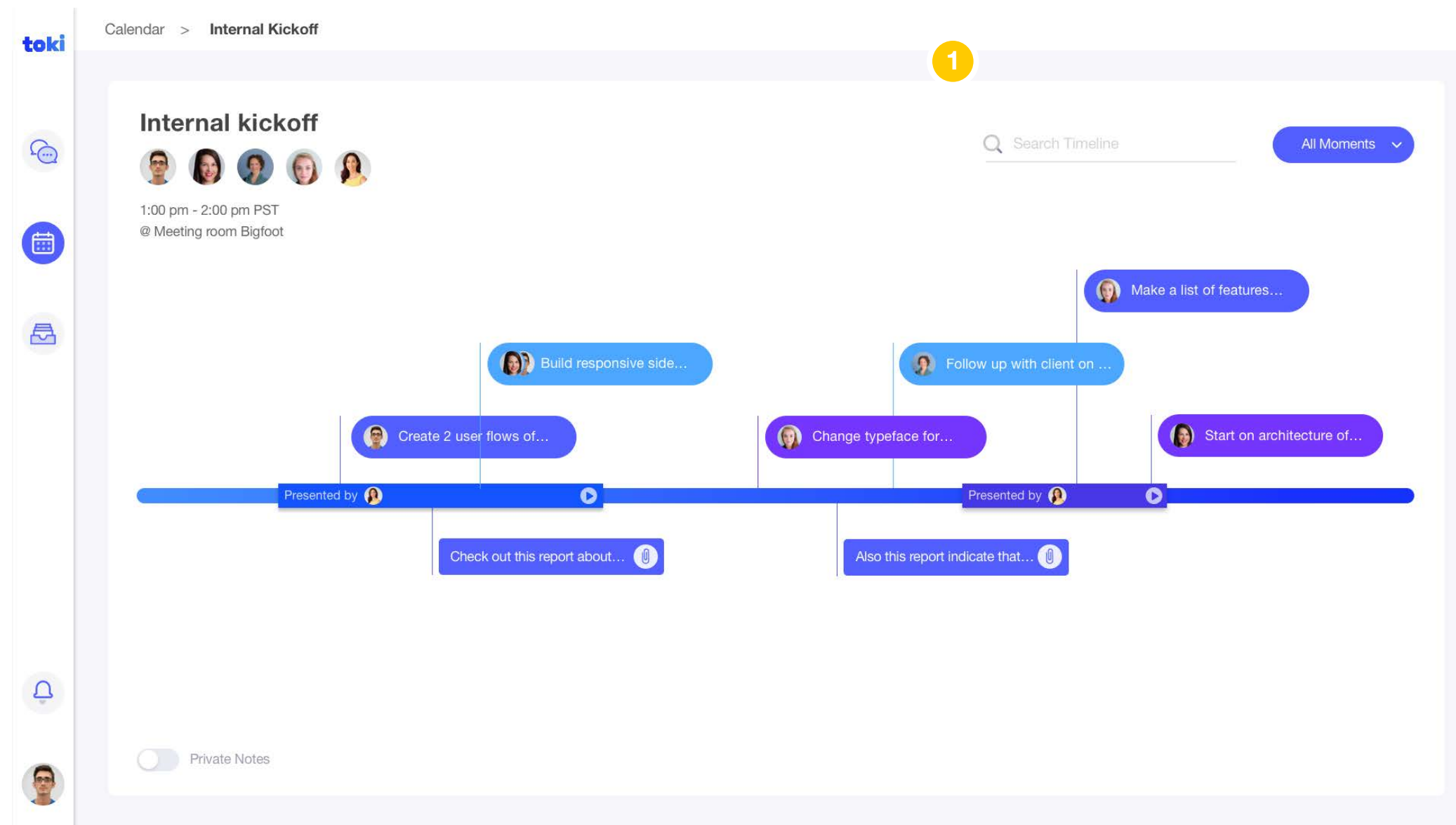
Filtering Moments



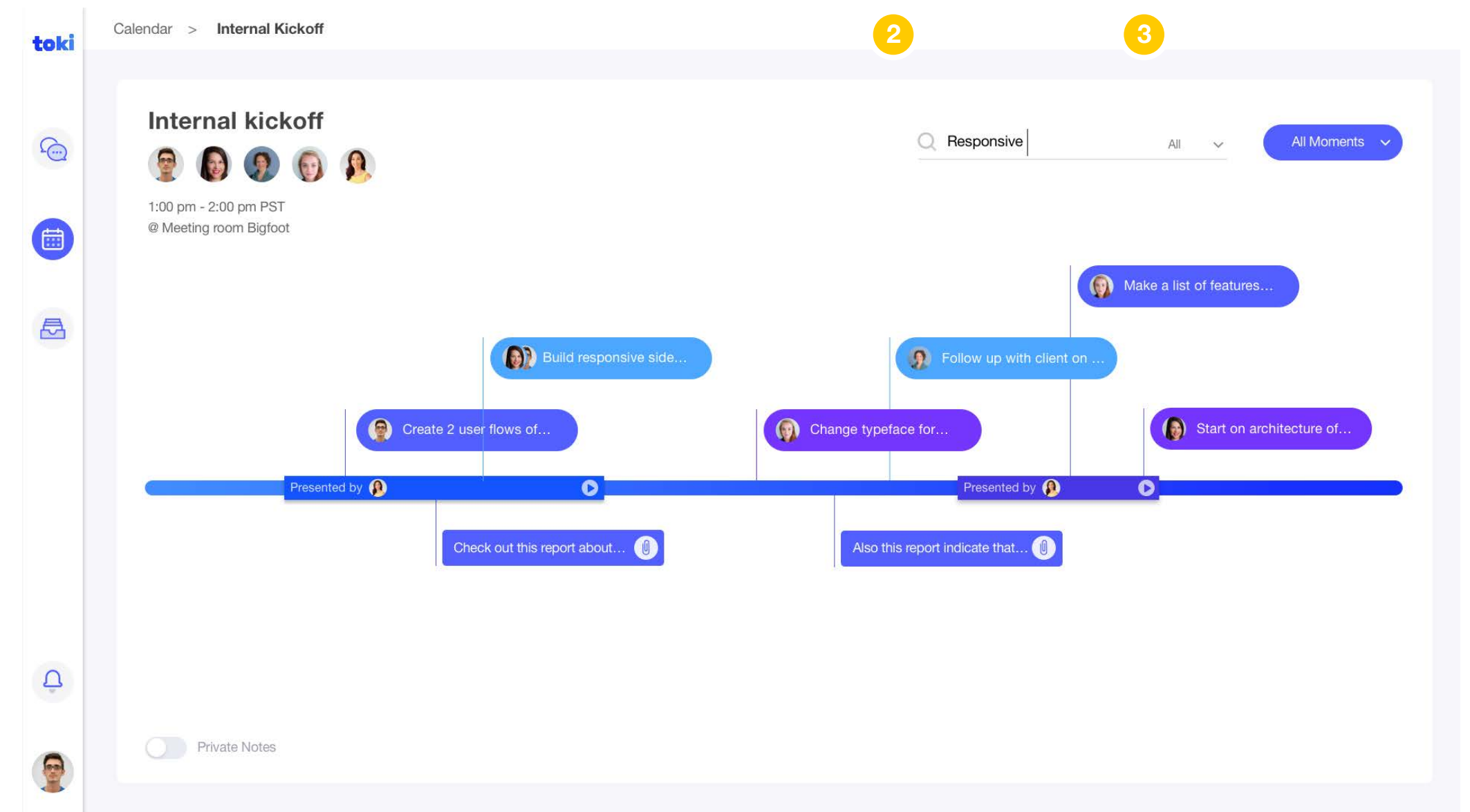
3. Timeline displays only moments related to the selected attendee.

Post Meeting

Searching Timeline



1. User clicks within the search field.

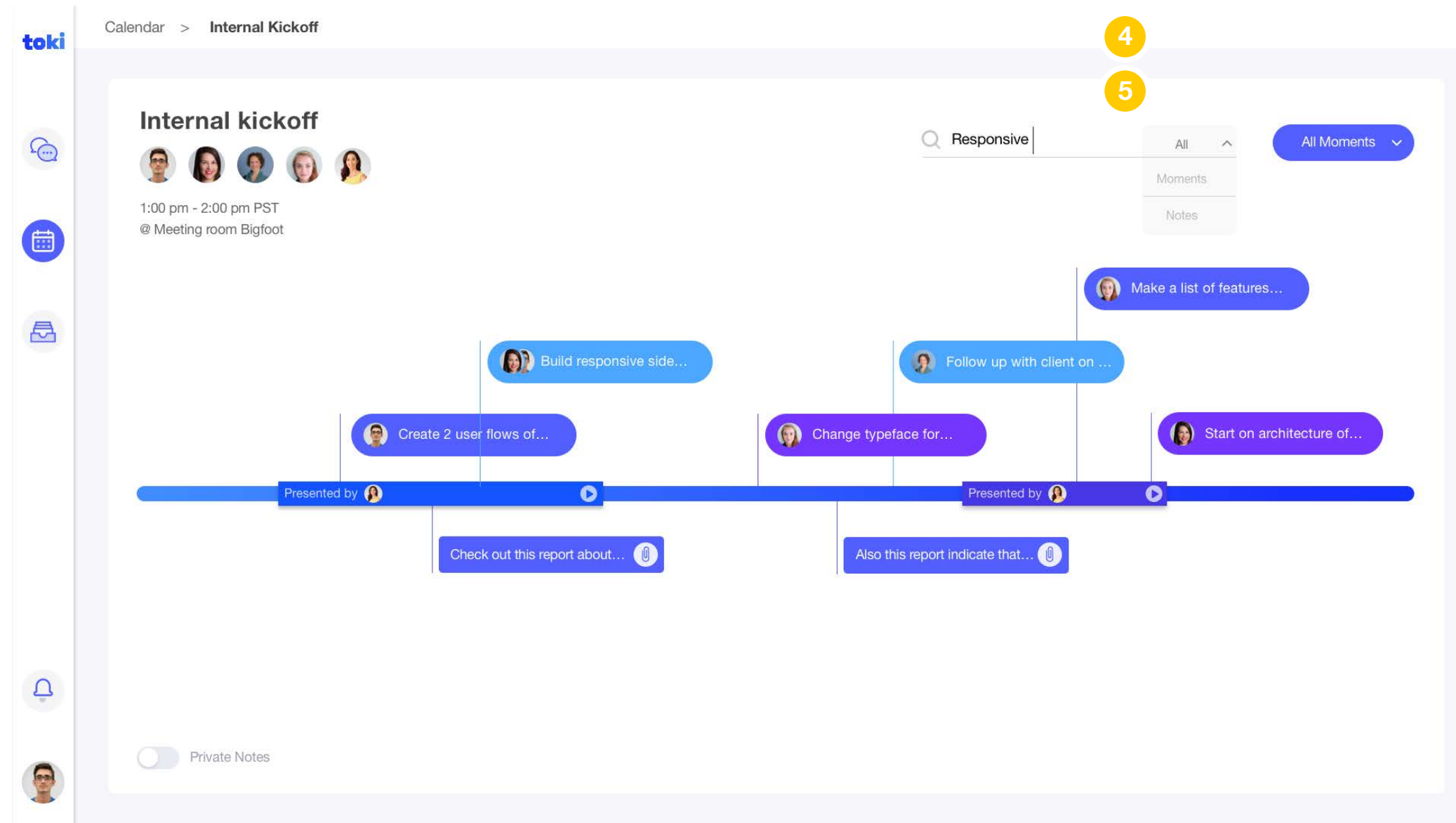


2. User types in search query

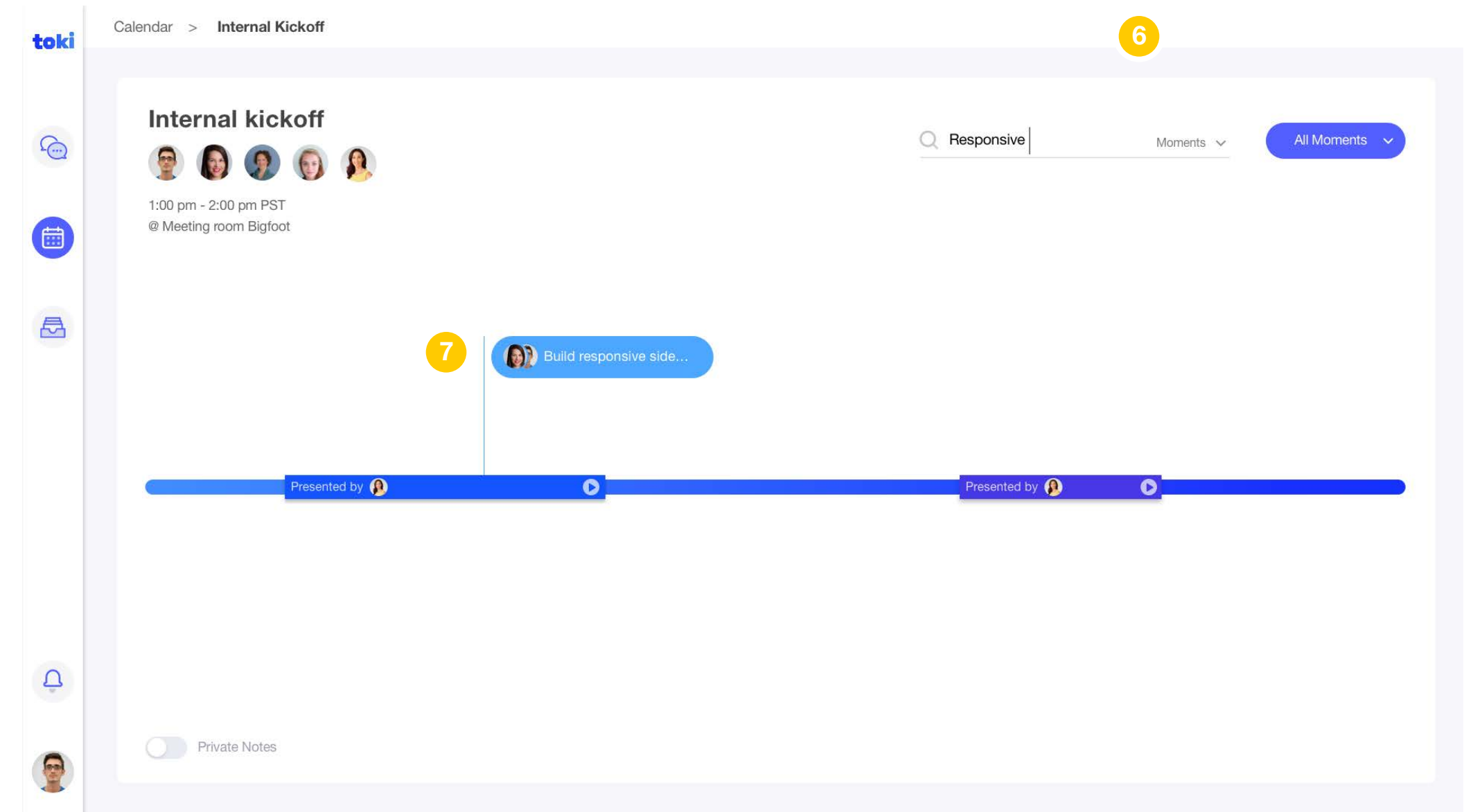
3. User selects the arrow in the dropdown to specify whether they are searching moments, notes, or everything.

Post Meeting

Searching Timeline



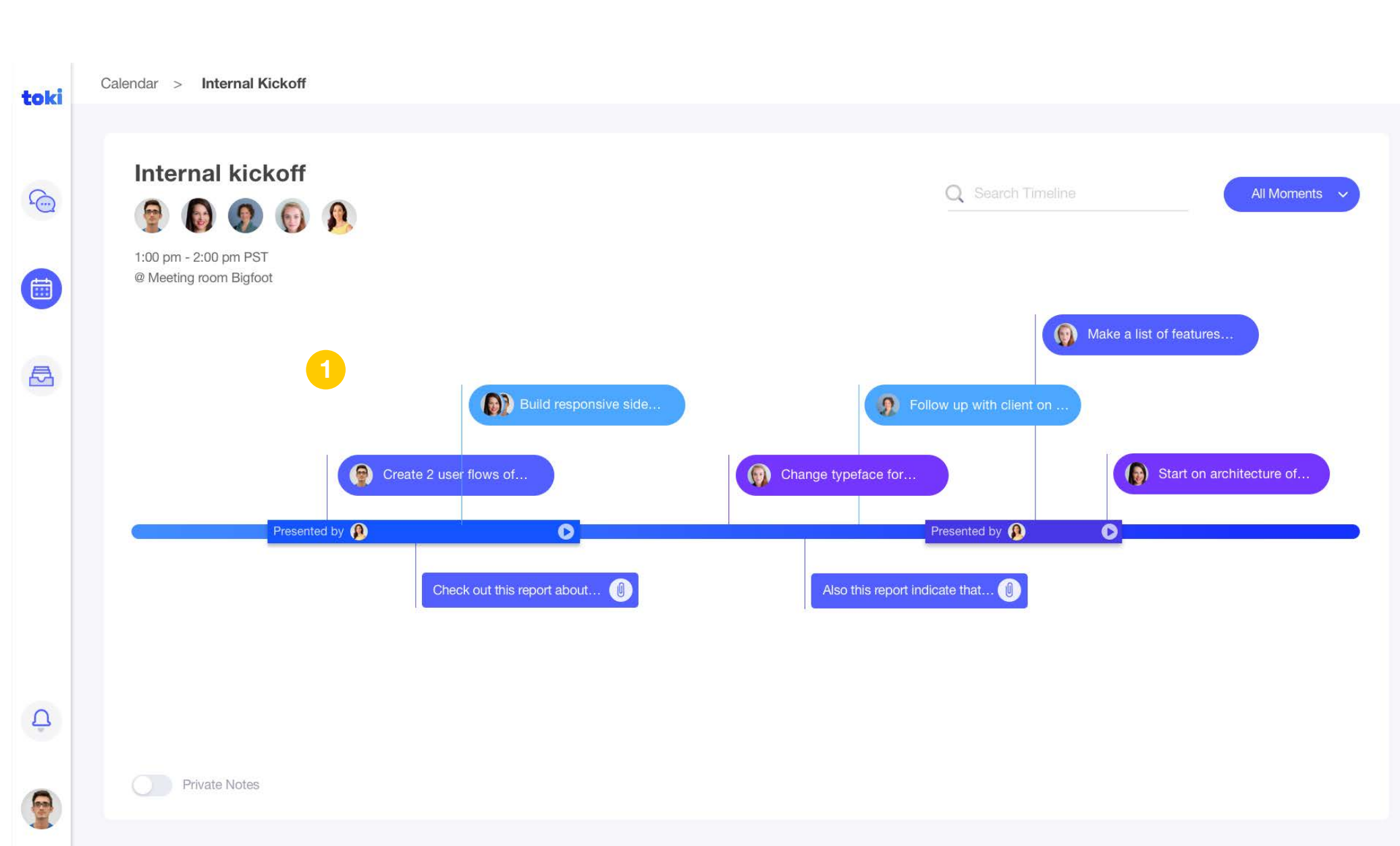
4. Dropdown animates down.
5. User selects "Moments."



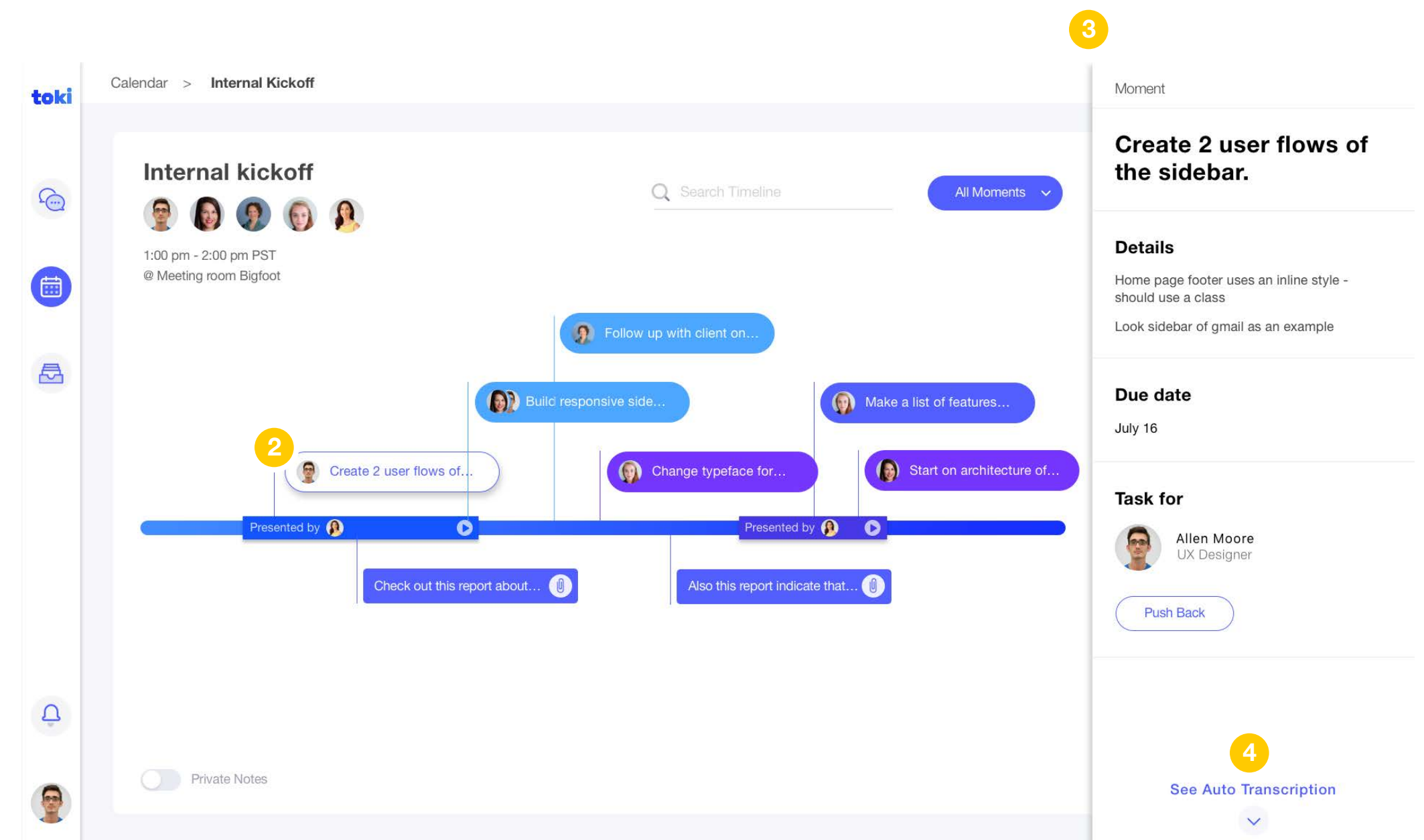
3. Drowdown collapses and timeline filters all moments that include the term "responsive."

Post Meeting

Viewing Auto Transcription around a Moment



1. User selects a moment by clicking on the moment's pill.



2. Moment text/background color is inverted and drop shadow appears, signifying that the moment is now selected.

3. Moment details slide in from the right.

4. User clicks "See Auto Transcription" or arrow beneath.

Post Meeting

Viewing Auto Transcription around a Moment

The screenshot shows a Toki meeting interface for an "Internal Kickoff" meeting. The meeting details include the time "1:00 pm - 2:00 pm PST" and location "@ Meeting room Bigfoot". The auto-transcription timeline features several moments:

- "Create 2 user flows of..." (white bubble)
- "Check out this report about..." (blue box)
- "Build responsive side..." (blue bubble)
- "Change typeface for..." (purple bubble)
- "Follow up with client on..." (blue bubble)
- "Also this report indicate that..." (blue box)
- "Make a list of features..." (blue bubble)
- "Start on architecture of..." (purple bubble)

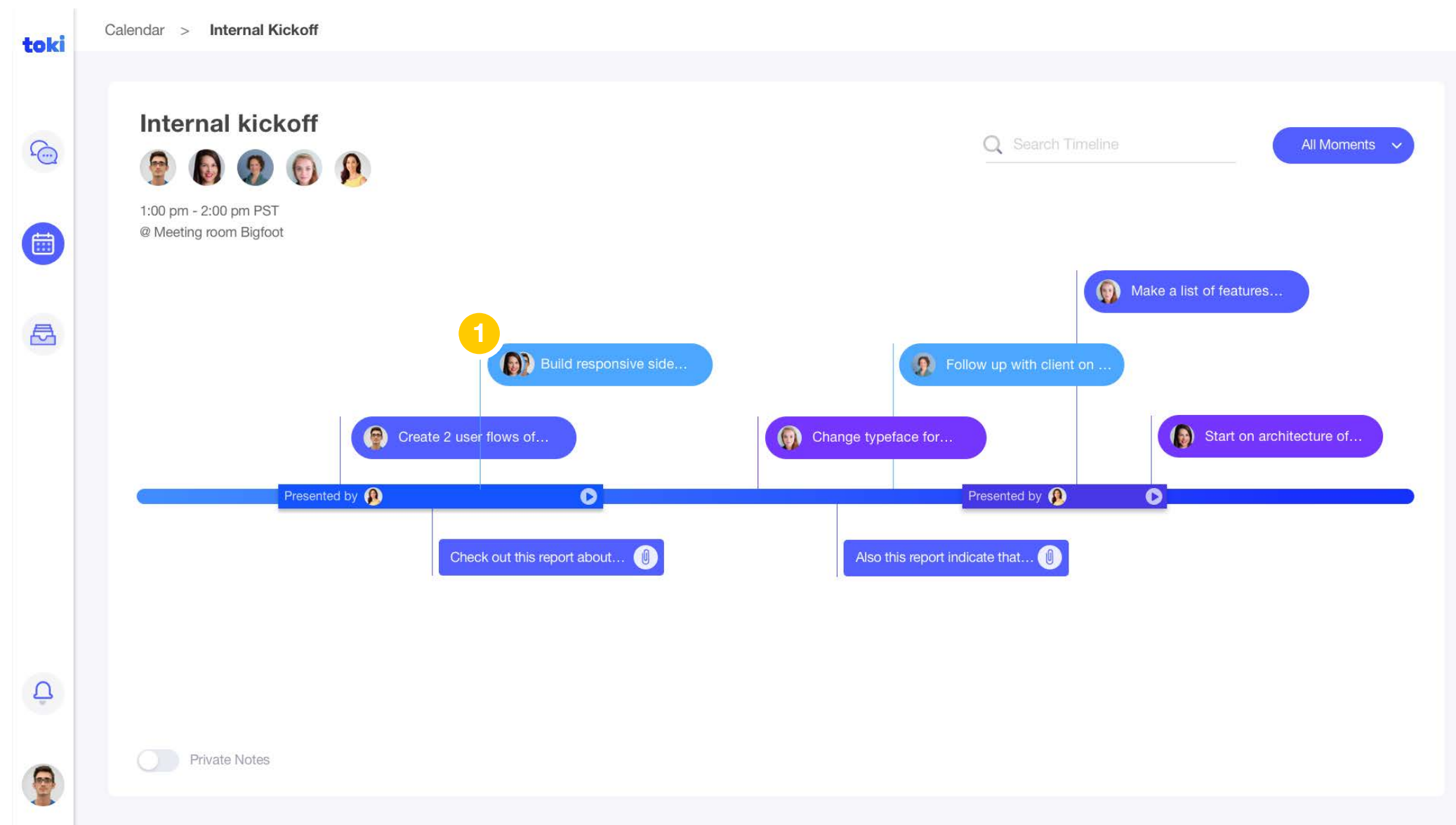
The chat window on the right shows the following messages:

- Allen Moore:** I think a sidebar of an individual's calendar would definitely help when replying emails.
- Victoria Harvey:** Sounds a good idea. You might want to consider our marketing strategies and some use cases. **Could you create 2 user flows of the sidebar?** Just to give us a sense what it's like.
- Allen Moore:** 2 flows? Maybe.
- Monica Reyes:** How did you come up to that idea? What else would be helpful on the sidebar?
- Allen Moore:** Well, mostly based on my own habits and daily observations. Usually emails are about people's availability in the following days and they would always pull out the calendar for that. I want to create a seamless flow of that scenario.
- Allen Moore:** Hmm...what else could be on the sidebar? Maybe a to-do list, or a notetaking widget, I don't know. I'd conduct some design research and create some low-fi user flows. When

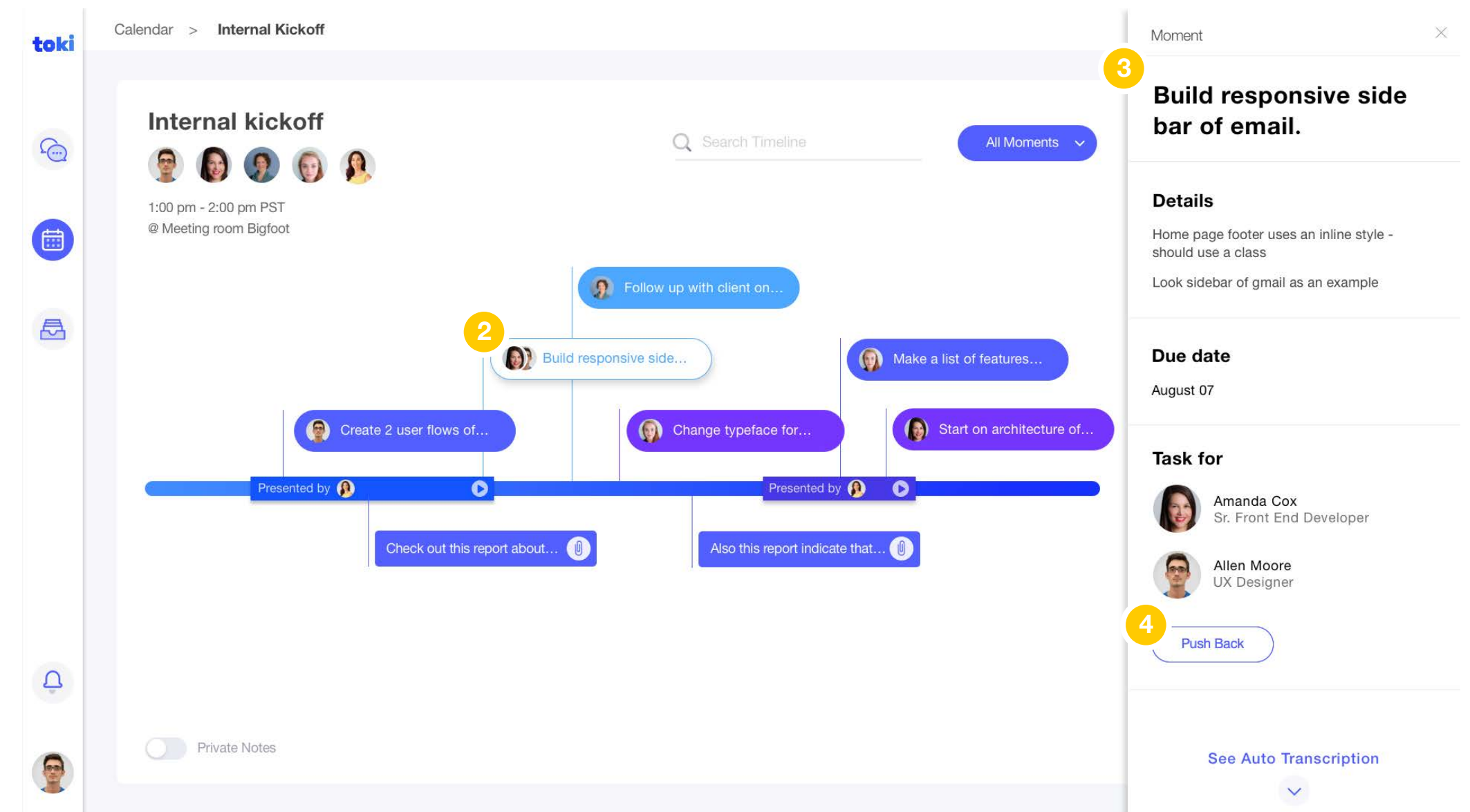
4. Auto transcription animates up from bottom.

Post Meeting

Push Back



1. User selects a moment by clicking on the moment's pill.



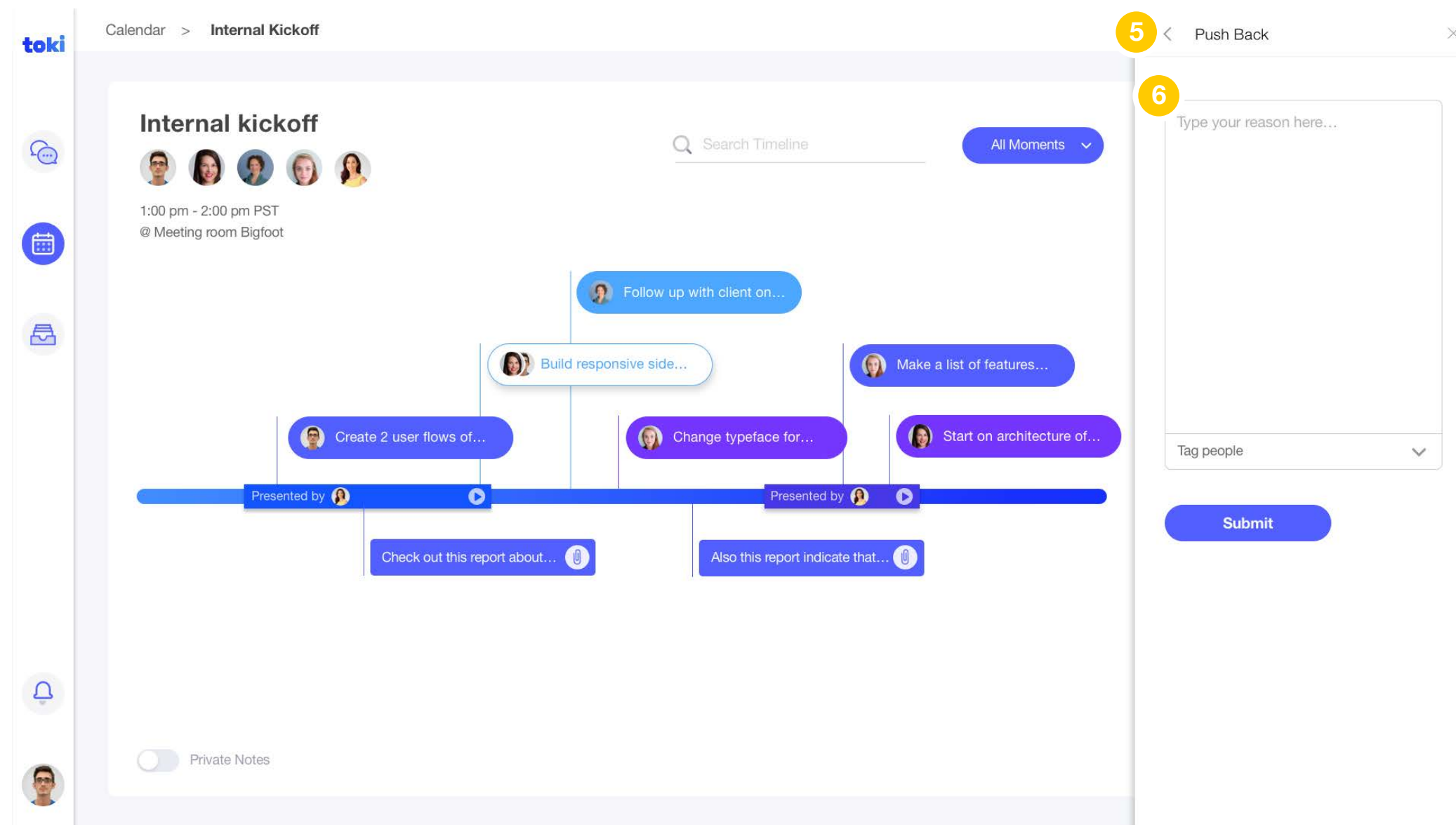
2. Moment text/background color is inverted and drop shadow appears, signifying that the moment is now selected.

3. Moment details slide in from the right.

4. User clicks "Push Back" button.

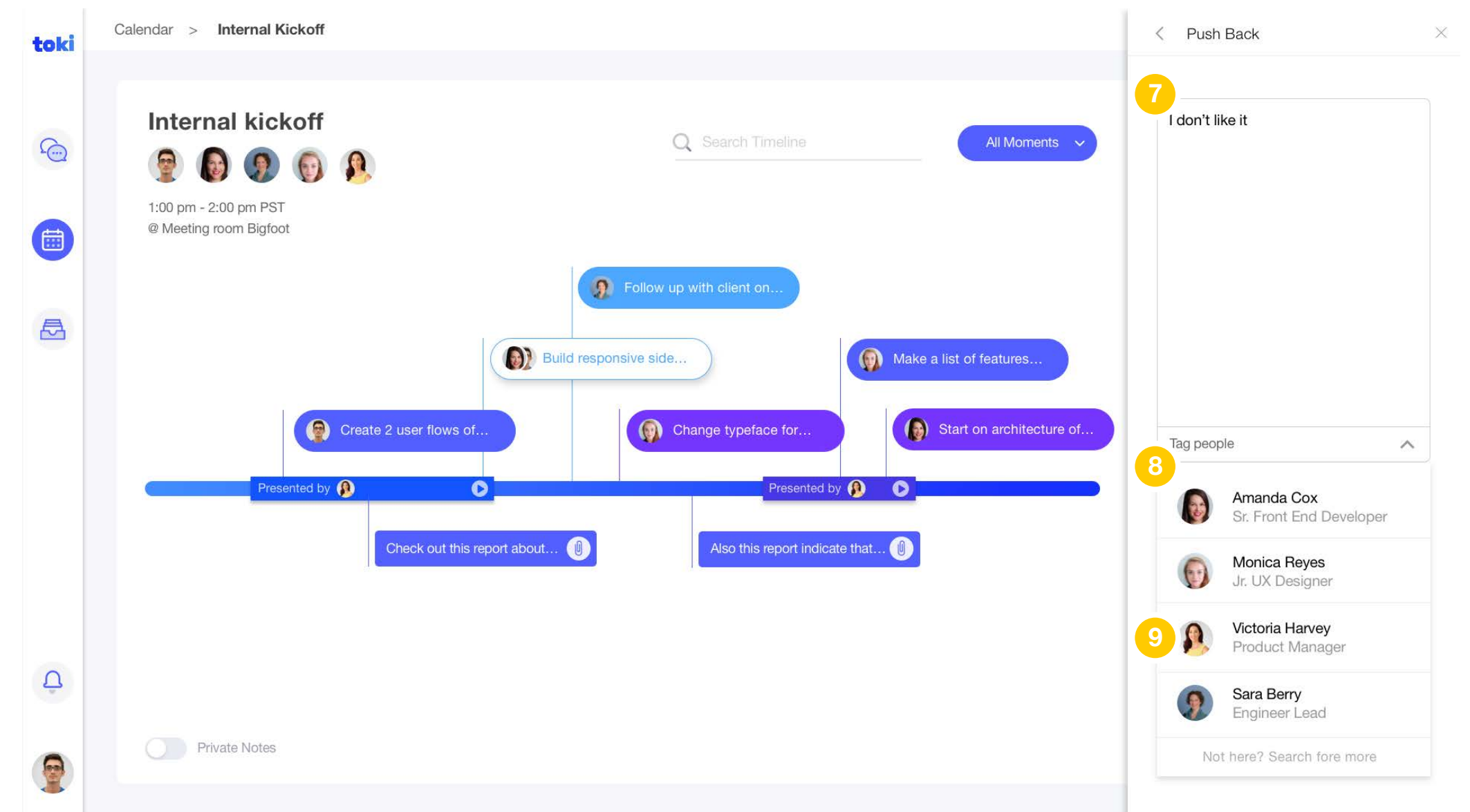
Post Meeting

Push Back



5. Push Back text box appears from right.

6. User clicks inside the text box.



7. User begins typing reason for 'pushing back' on the task.

8. Toki suggests attendees to tag in the reason for push back.

9. User selects attendee to tag.

Post Meeting

Push Back

The screenshot displays the Toki interface for an "Internal Kickoff" meeting. The main view shows a timeline of tasks: "Create 2 user flows of...", "Build responsive side...", "Follow up with client on...", "Change typeface for...", "Make a list of features...", "Start on architecture of...", "Check out this report about...", and "Also this report indicate that...". A "Push Back" modal is open on the right, showing a comment "I don't like it. @Victoria Harvey" with a blue tag for the attendee. A "Submit" button is visible at the bottom of the modal.

10. Selected attendee is tagged in the description, in blue.

11. User clicks submit to complete push back.

04 Visual System

1. Branding
2. Components
3. Redline

Branding

Moodboard



Logo

Logotype
Font: Phantom Sans 0.2
<http://phantom-foundry.com/project/phantom>

toki → **toki** → **toki**
rounded corners
rounded 'o'
lowered ascender of 'k'
maintained oversized 'i' title

Dark-Light Gradient

Light-Dark Gradient

toki

toki

toki

toki

Style Guide

Typography

Helvetica Neue Bold 32

Helvetica Neue Bold 24

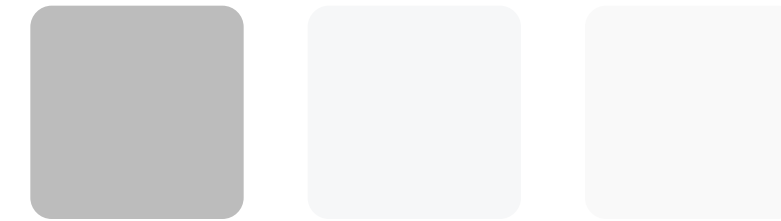
Helvetica Neue Regular 18

Helvetica Neue Regular 14

Color

Light Color Scheme

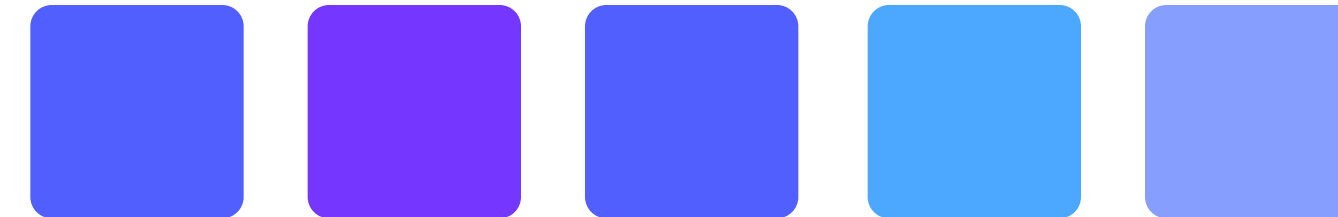
Backgrounds /
Layering



Dark Color Scheme

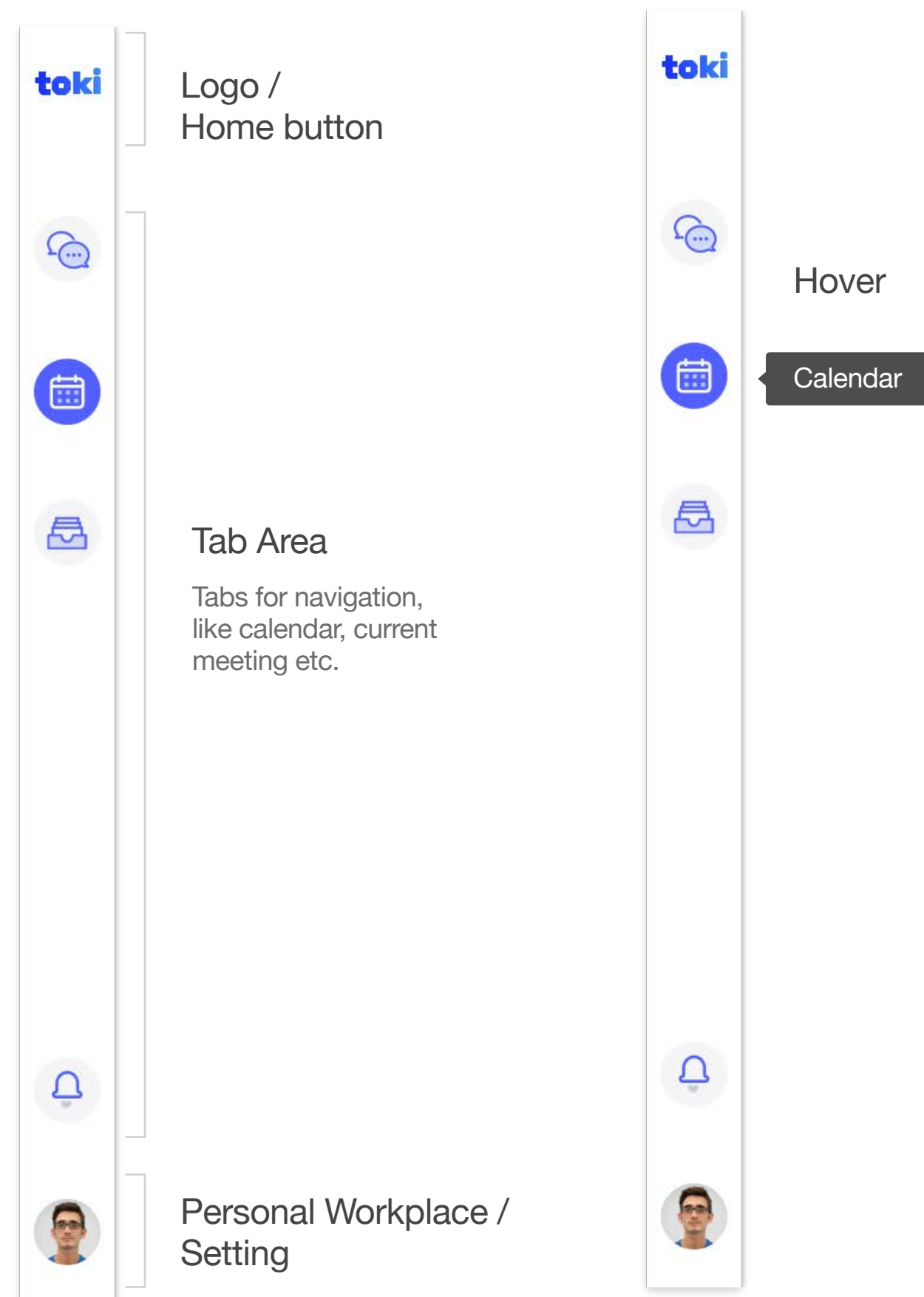


Timeline /
Icon

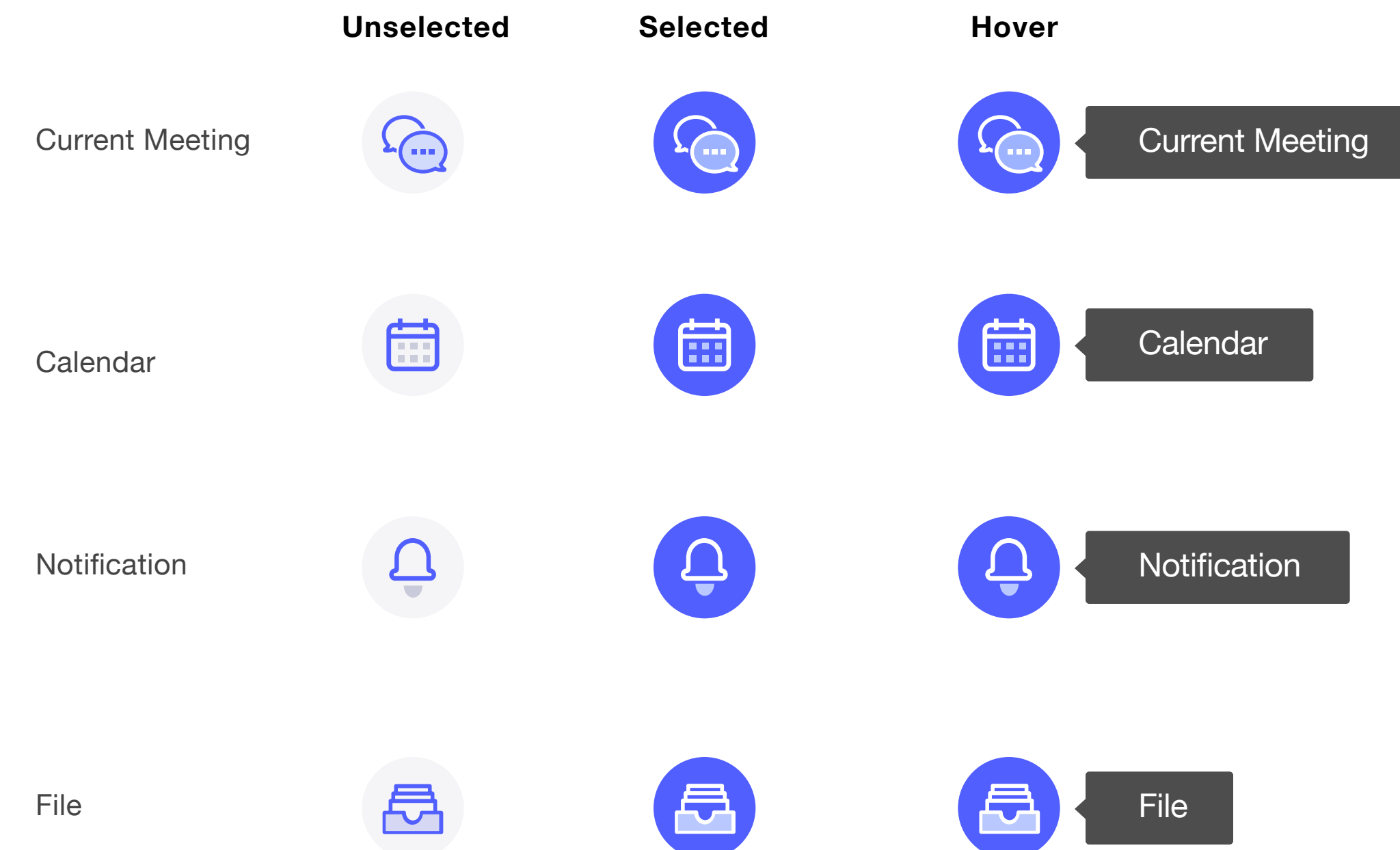


Components

Toobar



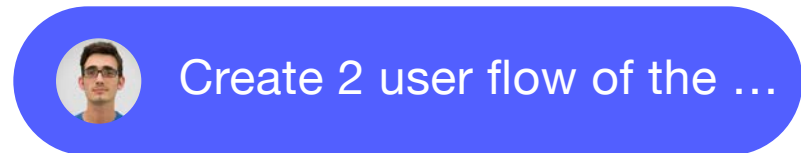
Tab on Toolbar



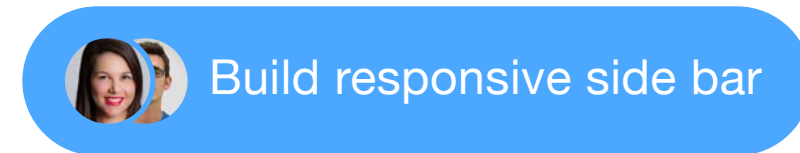
Components

Timeline

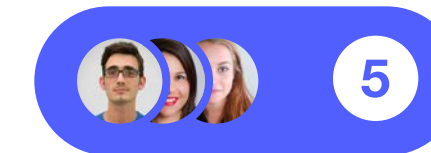
Moments for single person



Moments for more than one people



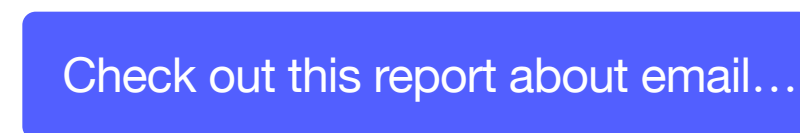
More than 3 moments



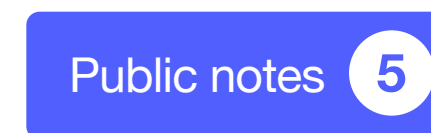
Public notes with Attachement



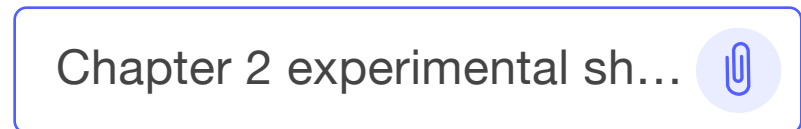
without Attachement



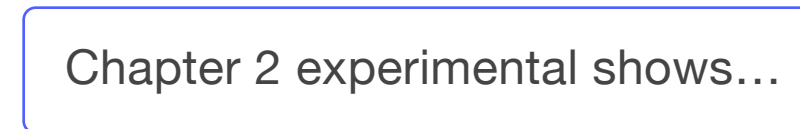
More than 3 notes



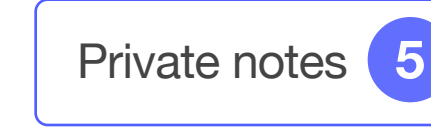
Private notes with attachement



without Attachement

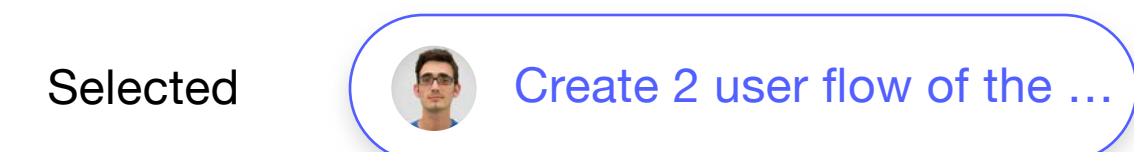
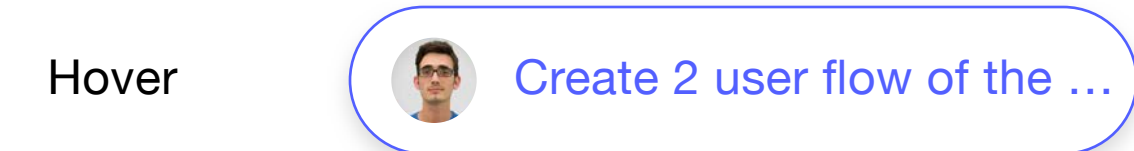


More than 3 notes

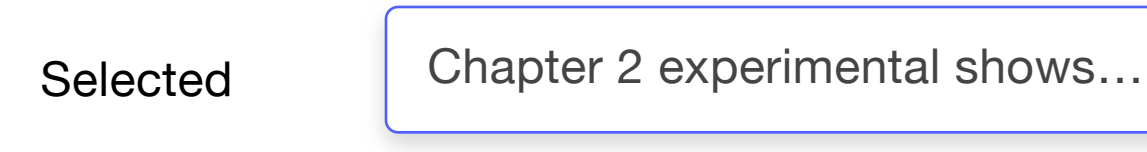
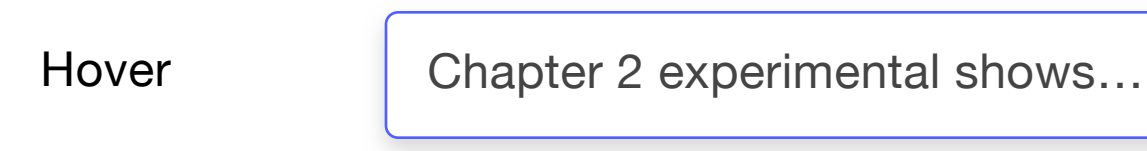
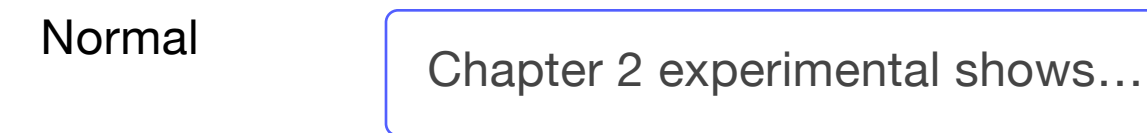


Components

Moments



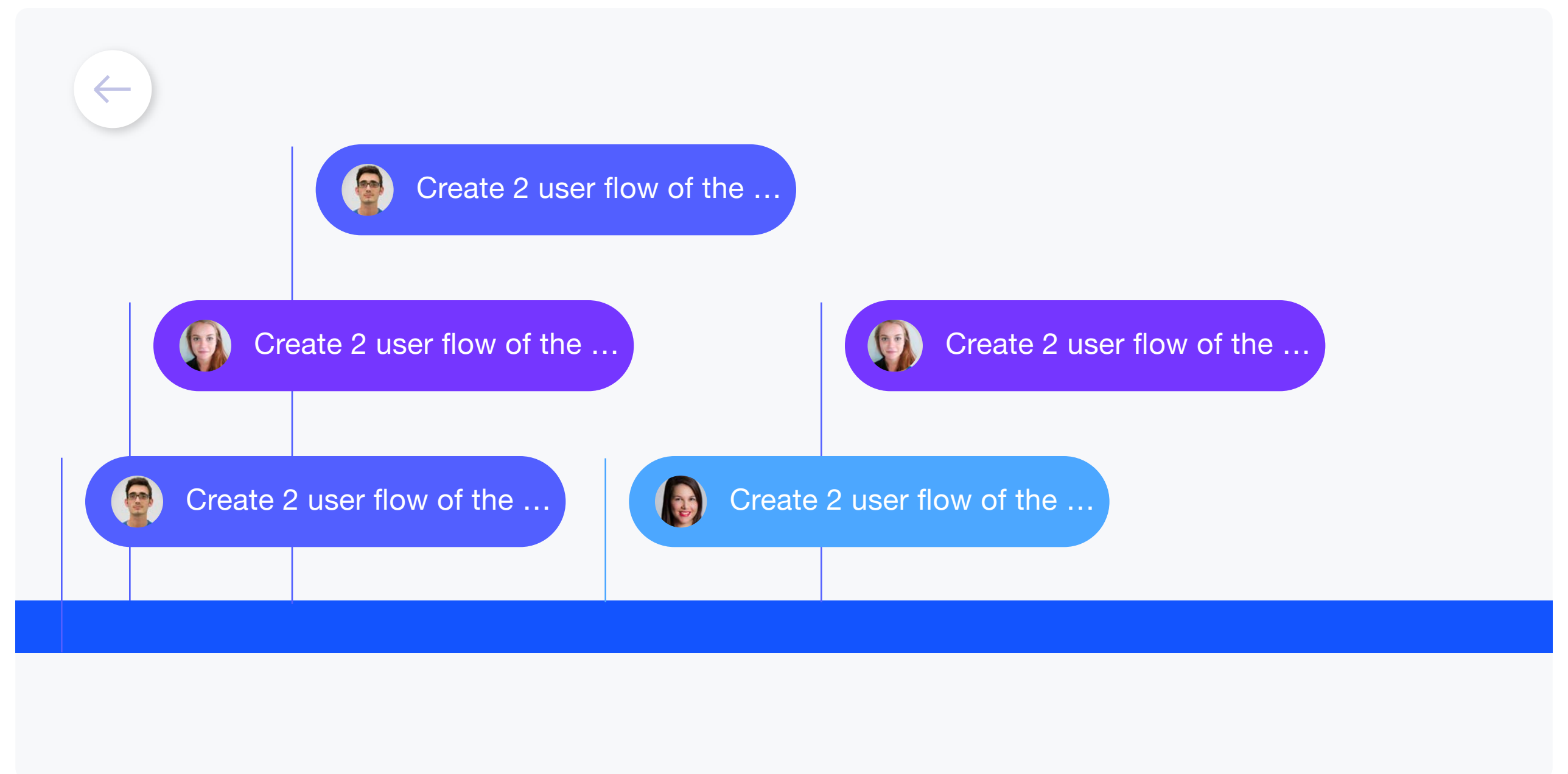
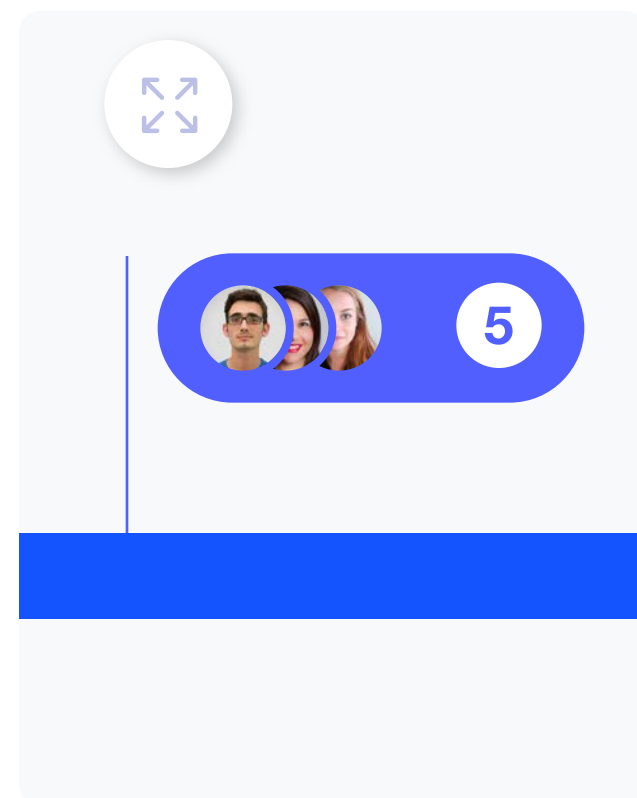
Notes



Components

Expand the moments

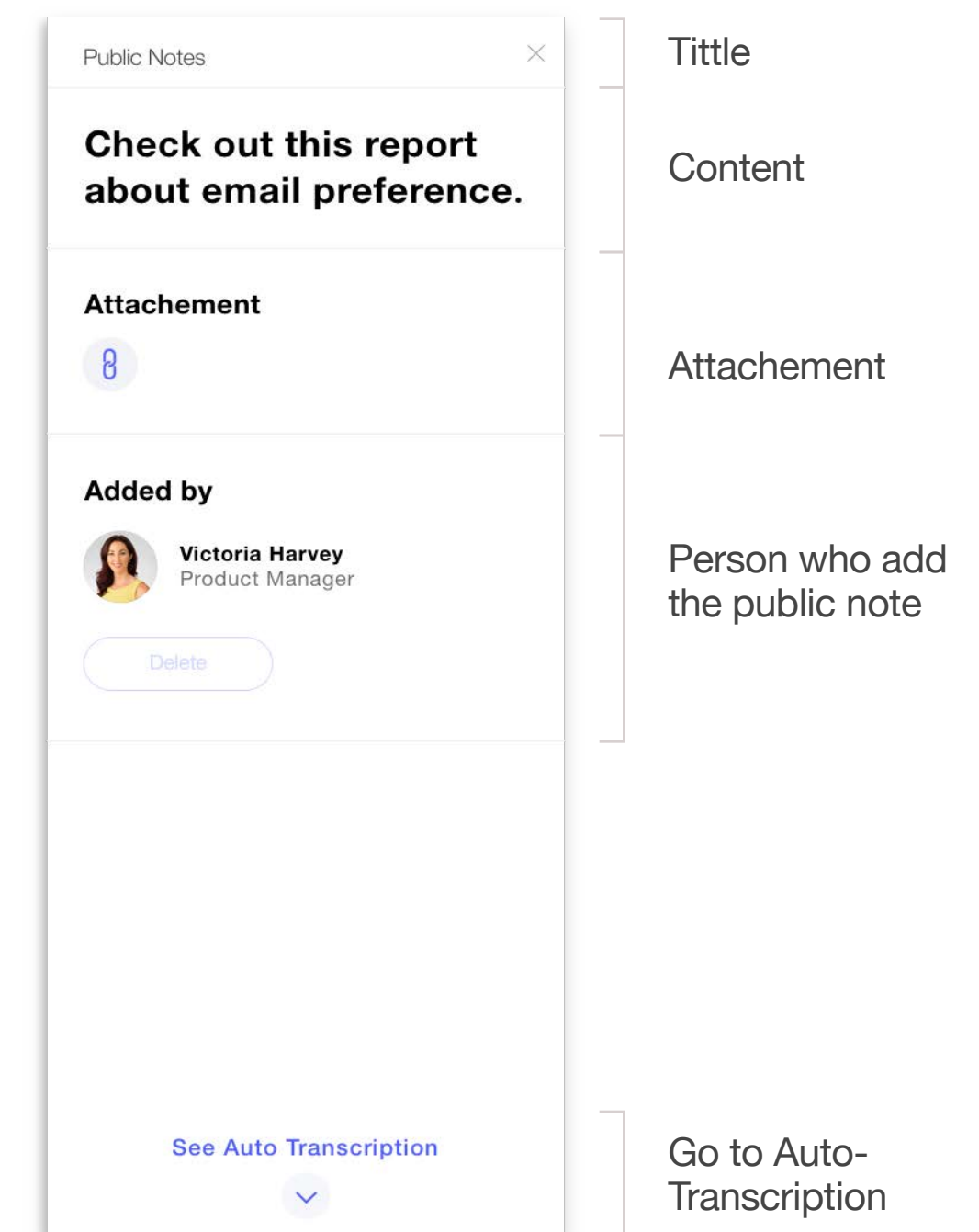
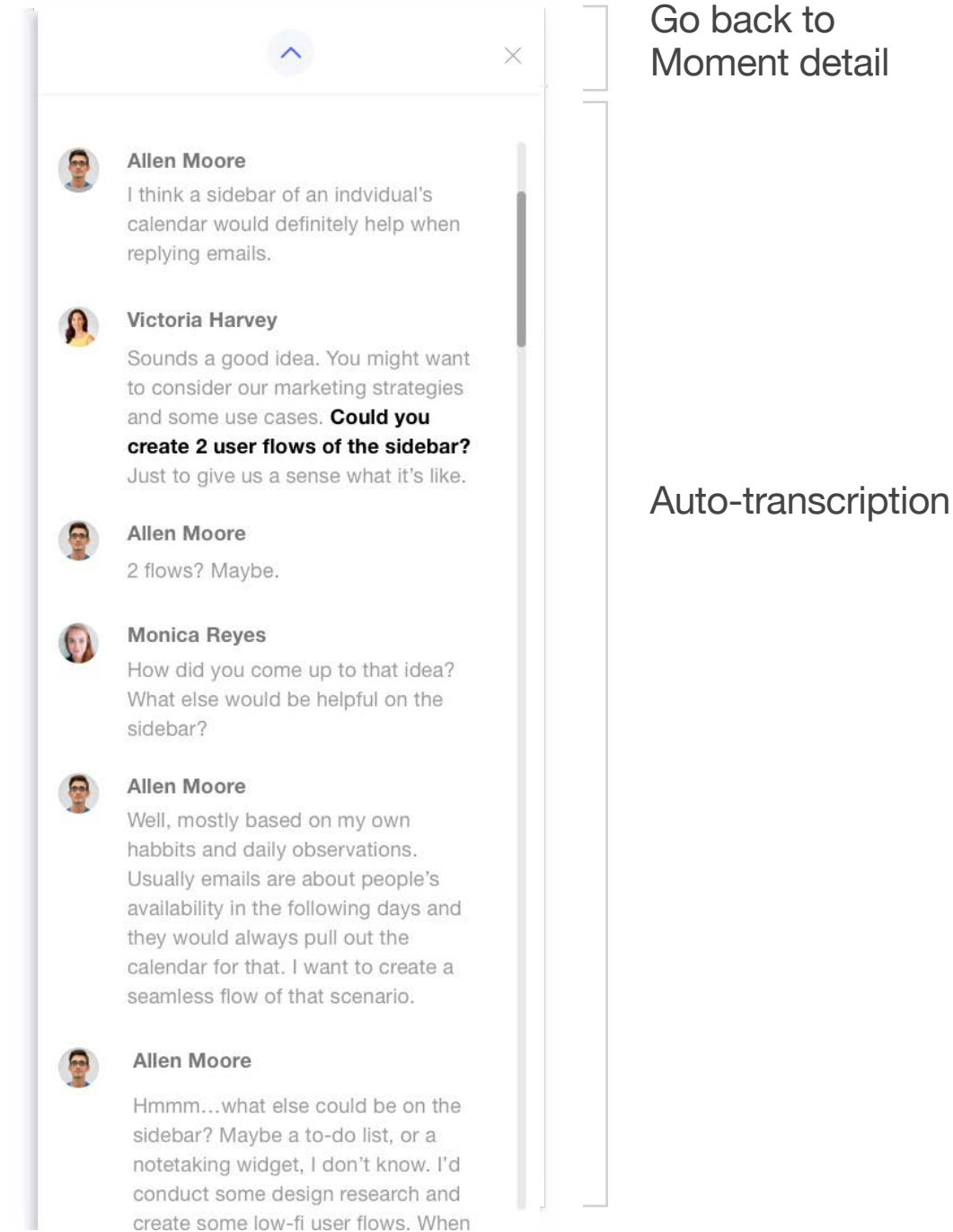
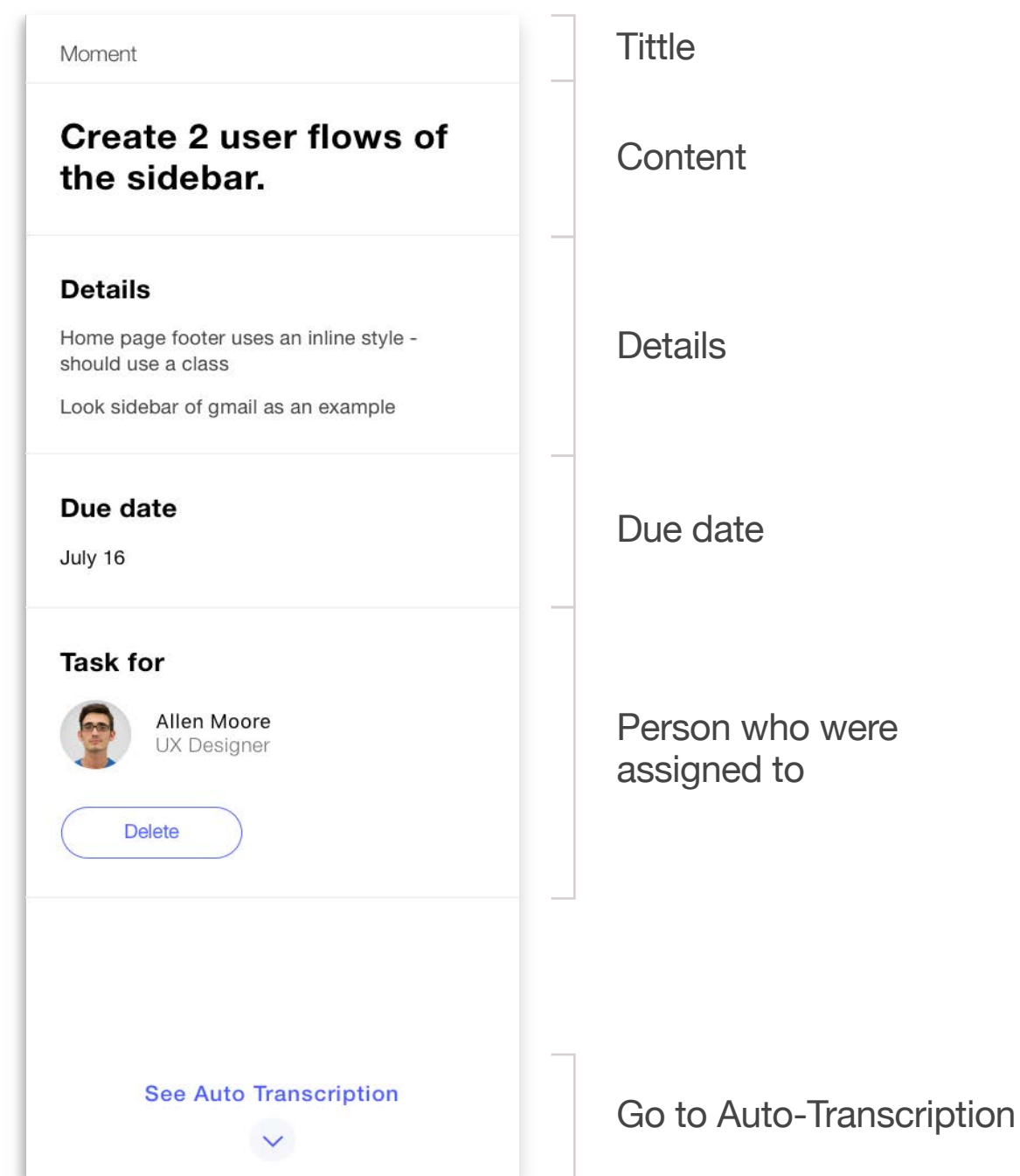
When Hover the busy moments, a expand button will show up. It brings the user to the expanded timeline where the user can see each individual moment clearly.



Components

Side bar

Side bar appears when the user clicks to see the details of moments and notes.



Components

Profile Pictures

24 dp



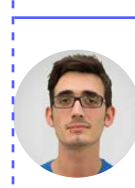
Timeline

32 dp



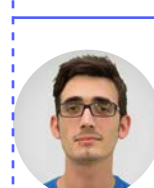
Moments

48 dp



Attendee List

56 dp



Avator

Search

Search Regular

🔍 Search Timeline

Search Expand

🔍 Responsive |

All



Search Filter

🔍 Responsive |




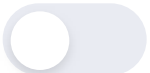


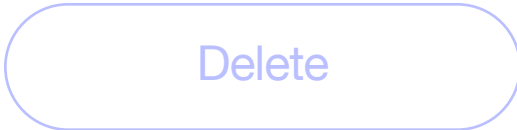
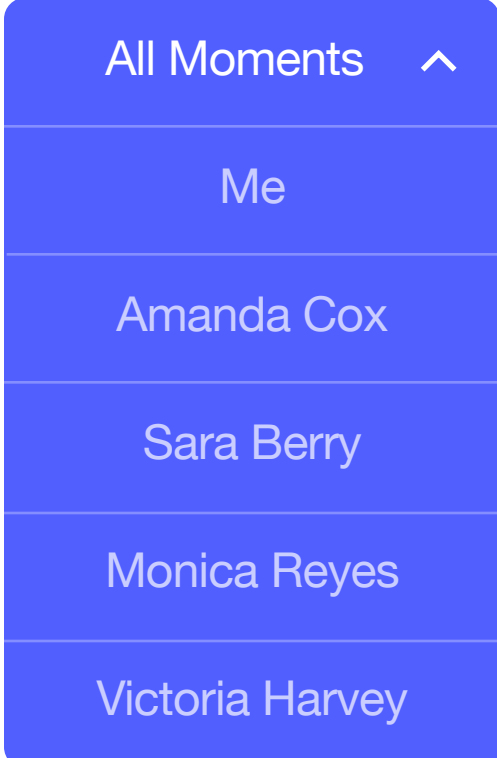


Moments ^

All

Notes

Components

Button / Drop down / Toggles

	Primary Button	Secondary Button	Drop Down	Toggle Off	Toggle On
Normal					
Disabled					

Redline

The diagram shows a meeting interface with the following components and dimensions:

- Header:** "Current Meeting > Internal Kickoff" (80 dp width, 24 dp height).
- Timeline:** "Timeline" title (64 dp width, 24 dp height). Subtitle: "Toki marks moments for you." (24 dp width, 24 dp height). Search bar: "Search Timeline" (24 dp width, 24 dp height).
- Timeline Items:**
 - "Build responsive side bar" (24 dp width, 24 dp height)
 - "Create 2 user flow of the ..." (56 dp width, 24 dp height)
 - "Build responsive side bar" (296 dp width, 24 dp height)
 - "Create 2 user flow of the ..." (56 dp width, 24 dp height)
 - "Presented by" (48 dp width, 24 dp height)
 - "Presented by" (48 dp width, 24 dp height)
- Public Notes:** "Public Notes" section (48 dp width, 48 dp height). Items:
 - "Check out this report about..." (48 dp width, 24 dp height)
 - "Also this report indicate that..." (48 dp width, 24 dp height)
- Private Notes:** "Private Notes" section (48 dp width, 48 dp height). Items:
 - "Chapter 2 experimental shows..." (48 dp width, 24 dp height)
 - "Chapter 2 experimental shows..." (48 dp width, 24 dp height)
 - "Look sidebar of Gmail as an..." (48 dp width, 24 dp height)
 - "There is a book called About..." (48 dp width, 24 dp height)
- Add Notes:** "Add Notes" title (16 dp width, 16 dp height). Input field: "Type your notes here..." (96 dp width, 32 dp height). "Public" toggle (32 dp width, 32 dp height). "Clear" button (72 dp width, 24 dp height). "Add Notes" button (232 dp width, 48 dp height).
- Attendees:** "Attendees" title (36 dp width, 24 dp height). List:
 - Amanda Cox, Sr. Front End Developer (48 dp width, 80 dp height)
 - Monica Reyes, Jr. UX Designer (48 dp width, 24 dp height)
 - Victoria Harvey, Product Manager (48 dp width, 24 dp height)

The diagram shows a task card with the following components and dimensions:

- Header:** "Moment" (24 dp width, 64 dp height).
- Task Title:** "Create 2 user flows of the sidebar." (32 dp width, 32 dp height).
- Details:** "Details" title (32 dp width, 32 dp height). Content:
 - "Home page footer uses an inline style - should use a class" (32 dp width, 32 dp height)
 - "Look sidebar of gmail as an example" (32 dp width, 32 dp height)
- Due date:** "Due date" title (32 dp width, 32 dp height). Value: "July 16" (32 dp width, 32 dp height).
- Task for:** "Task for" title (32 dp width, 32 dp height). Assignee: "Allen Moore, UX Designer" (32 dp width, 32 dp height).
- Action:** "Delete" button (32 dp width, 32 dp height).
- Footer:** "See Auto Transcription" (32 dp width, 32 dp height).

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Thank you!

Design Specification