

Product planning

Planning report · Oct 12, 2026 at 8:00 PM

Product planning

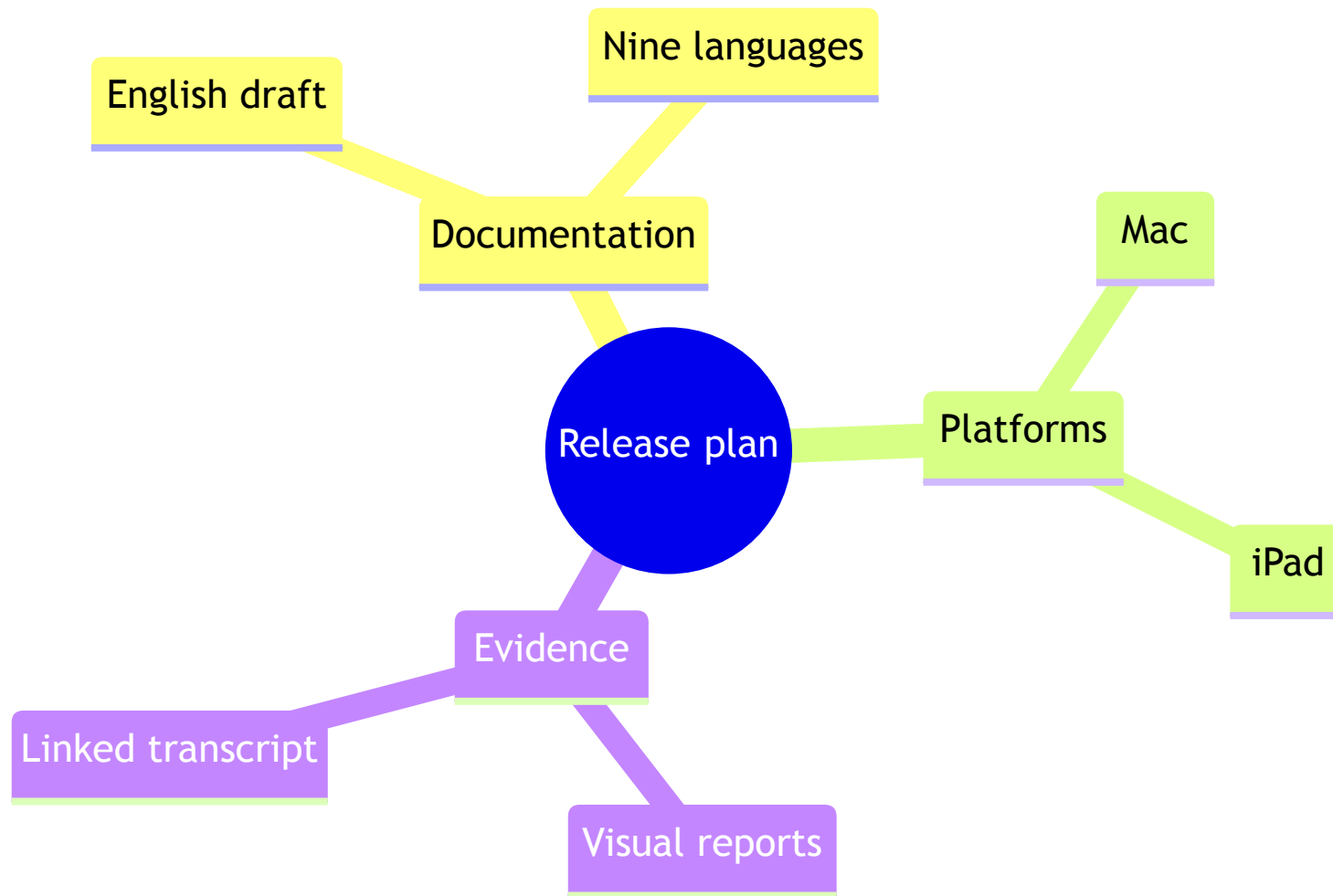
Decisions with evidence

- Publish a shared Help library for Mac and iPad. [\[S0001\]](#)
- Explain the plan with diagrams and a timeline. [\[S0002\]](#)
- Keep conclusions connected to their transcript sources. [\[S0003\]](#)

The English draft is reviewed on both platforms before translation. [\[S0004\]](#)

Source links connect the report to the corresponding included transcript paragraphs. [\[S0003\]](#)

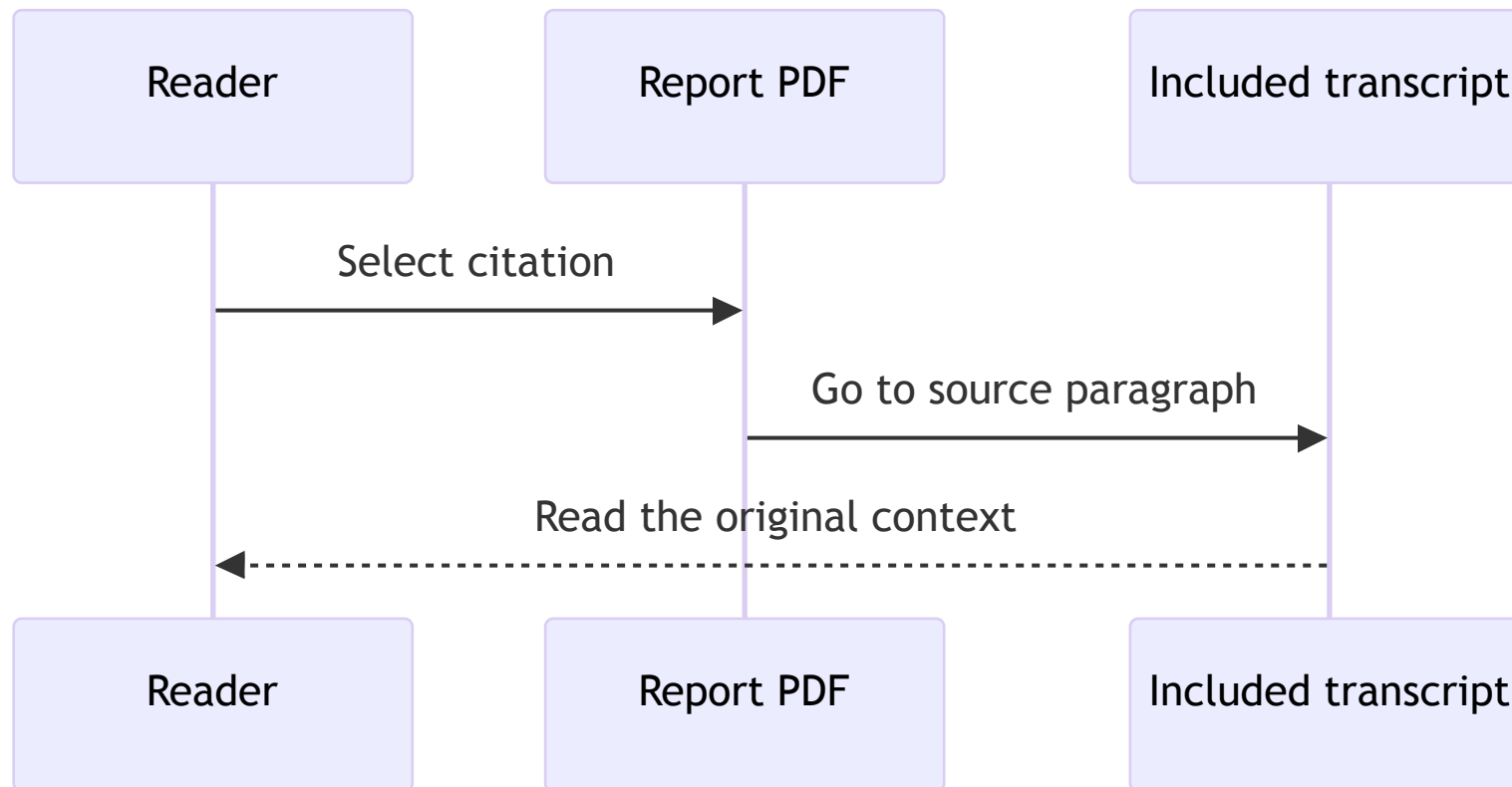
The plan at a glance



Review workflow

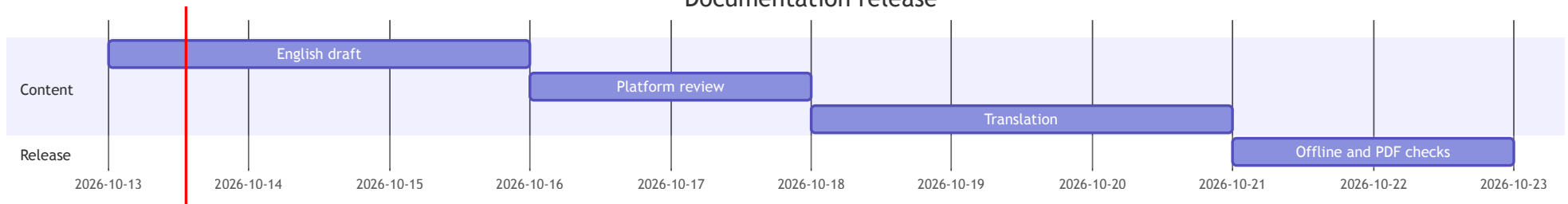


From a report to its source



Delivery timeline

Documentation release



Owner	Action	Evidence
Alex	Prepare the English draft	[S0004]
Maya	Review the iPad workflow	[S0004]
Noah	Check the Mac workflow	[S0004]
Team	Inspect offline Help and PDF links	[S0006]

Shared media must use sample data and retain capture provenance. [S0005]

This report and transcript are fictional documentation examples, not an actual customer meeting or an actual AI provider response.

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A

S0001 **Alex**

00:00:00

Let's make the next release easier to understand. Our priority is a complete Help library for Mac and iPad, with the same examples available offline and on the website.

M

S0002 **Maya**

00:00:30

The report should show a clear plan, not just a long summary. We need a mind map of the goals, a flowchart of the review process, and a timeline for the work.

N

S0003 **Noah**

00:01:00

Every decision needs a source. When we export the report together with the transcript, readers should be able to follow a citation to the corresponding paragraph in the PDF.

A

S0004 **Alex**

00:01:30

I will prepare the English draft by Friday. Maya will review the steps on iPad, and Noah will check the Mac workflow. We will translate the approved draft into the other eight interface languages.

M

S0005 **Maya**

00:02:00

Let's keep screenshots and short demonstrations in one shared library. Use realistic sample data without personal information, and record the device, app version, and language for each asset.

N

S0006 **Noah**

00:02:30

For the release review, we need to test the offline Help, inspect diagram rendering, and verify the PDF citation links. We will publish only after those checks pass.