Glossary

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This document clarifies the words and ideas around Soundbite.AI, both external to the user and internal to the company. Words should align with the precepts of someone familiar with podcasting, yet not lock us into the singular format of media. They should reflect positive, accessible language that empowers users, decision-makers, and investors to understand the operation and potential of our Product.

This list of terms should be the complete lexicon of Soundbite.AI's customer-facing presence, from website, to pitch meetings, to user interface, until customer feedback guides us better.

Word	Meaning
Soundbite	The software platform itself
Human	An intelligent and intuitive homo sapien interacting with our software - the center of our universe
User	The security identity of a human, provided via services like Active Directory
Person	The association between a human's User and an Organization
Team	A collection of Users
Member	A Person in the context of a Team
Owner	A User who can configure the setting on a Team
Directory	A security provider listing Users associated with one or more Organizations
Organization	A collection of Users and compiled Teams
Admin	A User who can configure settings on the Organization or any Team within
Tenant	One "instance" of software servicing Organization(s) within a single security boundary
Clip (Soundbite)	A piece of content in the system -- could be audio, video, or interactive. This is often called a "soundbite" as a generic term.
Session (Soundbite)	A collection of Clips with a list of Participants. In the UI, this is also called a "soundbite" as a generic term.
Participant	A PErson in the context of a Session who can contribute and/or consume Clips
Memo	A self-referential Session where the user can record for themselves and hear it later
Message	One-to-one Session
Announcement	One-to-many Session
Survey	Many-to-one Session
Meeting	Many-to-many Session

Word	Meaning
Series	A schedule for creating an empty Session for a group of Participants based on a type
History	The catalog of User activity either consuming or creating a Clip, driving the Feed and Archive
Feed	A collection of Sessions relevant to a User or Team that has not yet been consumed
Archive	A collection of Sessions relevant to a User or Team that have 100% complete History