1. Project Vision

Create a structured system for generating, storing, and revising notes **after understanding**, primarily for certification and structured learning, using GPT as a support tool.

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2. Project Objectives

- Ensure notes are created only after conceptual clarity
- Improve long-term retention
- Reduce low-quality note accumulation
- Build a reusable personal knowledge base
- Support disciplined revision habits

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3. Project Scope

Included

- Certification courses
- Structured academic subjects
- GPT-assisted clarification
- Post-review note creation
- Digital storage

Excluded

- Live lecture transcription
- Raw note dumping
- Entertainment notes
- Unreviewed first-pass notes

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4. Project Phases

Phase 1 – Setup

- Define note template
- Choose storage locations
- Define naming conventions

Phase 2 – Capture

- Attend class
- Understand topic
- Mark topics needing review

Phase 3 – Review

- Re-watch / re-read
- Ask GPT for clarification
- Resolve confusion

Phase 4 – Note Creation

- Write concise understanding-based notes
- Use own words

Phase 5 – Storage

- Save notes in repository
- Tag / categorize

Phase 6 – Revision

- Periodic review
- Update notes if understanding improves

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5. Standard Workflow

Class
→ Understanding Attempt
→ Review

→ GPT Clarification
→ Note Creation
→ Save
→ Revise

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6. Roles & Responsibilities

Learner (You)

- Primary understanding
- Decide when topic is clear
- Create notes

GPT (Assistant Tool)

- Explain concepts
- Help simplify
- Help format notes

Storage System

- Hold notes
- Enable retrieval

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7. Deliverables

- Note Template
- Topic-wise Notes
- Indexed Repository
- Revision Log

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8. Quality Standards

A note is valid if:

- Written in own words

- Can be explained orally
- Contains key idea
- Has examples or steps if needed

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9. Naming Convention (Example)

CourseName__Module__Topic__v1

Example:
PythonCert__Loops__ForLoopBasics__v1

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10. Storage Structure (Example)

```
NOTES
│
├─ Course A
│  ├─ Module 1
│  ├─ Module 2
│
├─ Course B
│  ├─ Module 1
```

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11. Revision Policy

- Weekly light review
- Monthly deep review
- Update version number when modified

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12. Risks & Controls

Risk	Control
Creating notes too early	Mandatory review step
Overwriting notes	Versioning
Too long notes	Enforce concise template

Risk	Control
Skipping revision	Calendar reminder

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13. Success Metrics

- Notes created after review
- Reduced re-learning time
- Faster recall
- Smaller but higher-quality note count
