

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.

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

5. Standard Workflow

Class

- Understanding Attempt
- Review

NOTES – Understanding-First Note Management System

- 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

NOTES – Understanding-First Note Management System

- Can be explained orally
 - Contains key idea
 - Has examples or steps if needed
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9. Naming Convention (Example)

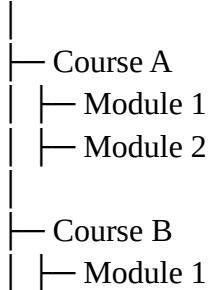
CourseName__Module__Topic__v1

Example:

PythonCert__Loops__ForLoopBasics__v1

10. Storage Structure (Example)

NOTES



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

NOTES – Understanding-First Note Management System

Risk	Control
Skipping revision	Calendar reminder

13. Success Metrics

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