

Team Onboarding: How to Use ChatGPT + Models

Free Users (Jimmy & Chan)

- Access ChatGPT via browser or app
- Use **o4-mini** model by clicking the **"Think" button** in the prompt box
- Stick to **o4-mini** for tasks like:
 - Basic coding help (Python, JS, HTML)
 - Job applications
 - Study questions
 - Idea generation & writing drafts

Pro Users (Ethan)

- Use **o3** for deep analysis, code refactoring, web-sourced research, and technical guides
- Use **o4-mini-high** when needing ultra-fast response with high context retention
- **Enable tools** (browser, code, file) for advanced workflows

Where to Look

- Open the folder **Behind-the-Code** in the repo
- You'll find:
 - **openai_model_cheat_sheet.md** - quick ref for o1, o3, o4-mini
 - **Prompt engineering best practices**
 - **notion_automation_kit** (zip) - for triggering workflows w/ Notion + Shortcuts



Setup Advice

- Install VS Code, GitHub Desktop, and Python 3.12+ if not done
- Ask Ethan to help configure your workspace or get access to Team GPT once it's ready

Let Ethan know if you need help or if you break something. Welcome to the squad