**ALX AICE Week 2 Email Worksheet**

**INSTRUCTIONS FOR THIS WORKSHEET:**

### **SECTION A**

### **Part 1: Writing the Email Manually**

**Compose an Email**: Write an email to your colleagues at waga. The email should include:

* + A brief introduction about yourself.
  + Three areas where you can lead or take ownership in the team.
  + Your proposed work rhythm or how you plan to work with the team.
  + A problem statement related to your work or project.
  + Proposed meeting schedules.

| **Subject: Project Progress: Overview and Arrangements  Hello Dear team members at Waga**  I hope this email finds all of you in good health.  I am Habtamu Wolde. I have joined the team recently as assigned as junior project manager. And as assigned in the previous team meeting, I have working tasks such as the ux design for the website, the ux design for the mobile application and the back-end configuration with the database.  As previously agreed upon, we should use github, to stay up and be on the same page to manage the team progress, it is really convenient and optimal to solve dependency issues.  While working on the ux design for the website, I have been using react.js which is very convenient for handling both the front-end and back-end development. But other team members are currently using other js frameworks to work. Using different frameworks are resulting in incompatibilities in back-end configuration in the API agreement. And I hope in the coming meeting we should take it as an agenda to discuss and reach an agreement.  Regarding the next meeting, I prefer the meeting to be held on the weekends specifically in the morning time.   Thank you for giving your time to read my email and reflect on it.   Regards!  **Habtamu W.** |
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### **Part 2: Writing the Email with ChatGPT**

1. **Create a Prompt for ChatGPT**: Write a clear and detailed prompt that you will feed into ChatGPT to generate a similar email. Your prompt should ask ChatGPT to write an email including all the elements mentioned above.

| I am working on a weekly milestone. and in the milestone there is a task that requires Chat GPT to write an email to my colleagues at waga.  I am assigned to three tasks: UX design for the website, the UX design for the mobile application and the back-end configuration with the database.  Write an email to my colleagues. The email should include:-   1. A brief introduction about me. 2. Three areas where I can lead or take ownership in the team. 3. My proposed work rhythm or how I plan to work with the team. 4. A problem statement related to my work or project. 5. Proposed meeting schedules. |
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1. **Use ChatGPT**: Input your prompt into ChatGPT and generate the email.
2. **Review and Edit the ChatGPT Email**: Once you receive the email from ChatGPT, review it. Feel free to make any edits or updates to the email as you see fit.

| **Subject: Introduction and Coordination for Project Progress**  **Dear Team Members,**  I hope this email finds you well. Allow me to introduce myself; I'm Habtamu Wolde, and I'm excited to be part of the team at WAGA working on our mobile application and website development project. With a focus on UX design for both platforms and back-end configuration with the database, I'm looking forward to contributing to our collective success.  Here are three areas where I believe I can provide leadership and take ownership within our team:   1. **UX Design for Website and Mobile Application:** Leveraging my experience in user experience design, I aim to ensure that our website and mobile application are intuitive, user-friendly, and aligned with our project goals. I'm committed to conducting thorough user research, wireframing, and prototyping to deliver designs that exceed expectations. 2. **Back-end Configuration and Database Management:** I will take charge of configuring the back-end systems and managing the database to ensure seamless integration with our front-end designs. By implementing robust and scalable solutions, I aim to optimize performance and enhance the overall user experience. 3. **Team Collaboration and Communication:** I believe in open communication and collaboration within our team. I'm committed to fostering a supportive environment where everyone's ideas are valued, and feedback is encouraged. I'm eager to facilitate brainstorming sessions, design reviews, and regular progress updates to keep us on track towards our goals.   In terms of my proposed work rhythm, I plan to work closely with each of you to establish a productive workflow that maximizes efficiency and creativity. I propose regular check-ins, either daily or bi-weekly depending on the project phase, to discuss progress, address any challenges, and ensure alignment with our objectives.  One of the key challenges I foresee in our project is ensuring seamless integration between the front-end designs and the back-end functionality. It's essential that we maintain clear communication and collaboration between our design and development teams to overcome this challenge effectively.  To kick start our collaboration, I suggest scheduling a project kickoff meeting next Weekend, where we can discuss our project goals, timelines, and individual responsibilities in more detail. Additionally, I propose scheduling recurring weekly meetings every Saturday and Sunday to track progress, address any issues, and adapt our strategies as needed.  I'm looking forward to working closely with each of you to deliver a successful project that exceeds our client's expectations. Please feel free to reach out to me if you have any questions, ideas, or concerns.  Best regards,  **Habtamu Wolde** Full stack Developer at WAGA **Habtamu.wolde@aastu.edu.et** |
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### **Part 3: Workflow Optimization Analysis**

1. **Fill Out the Workflow Optimization Tab**: Using your experience from this activity, fill out the **'Workflow Optimization'** tab in your [AI Toolkit](https://docs.google.com/spreadsheets/d/11HJQIo3FncvMSBTs4fZ413aPBSmLrhXnfoXx5dqoeqA/copy). The tab should include:

| Process | AI Tool Applied | Before Optimization | After Optimization | Time Saved | Improved Metrics | Feedback |
| --- | --- | --- | --- | --- | --- | --- |
| Email Writing | ChatGPT | Writing emails manually | Automated email writing | Based on the time you used initially, how many hours will you save using ChatGPT for this process? | (You will come back to this after your peer activity)  From your peer feedback, which email is better? | What do you think about using AI for writing emails? |



**Please go back to your LMS and continue with your learning content. You will be prompted on when to return to complete Section B.**

### **SECTION B**

### **Part 4: Peer Activity Reflection**

Peer Name:

| ***Peter Kibet*** |
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### **Peer Feedback:** What feedback did your peer give you on your email?

| Feedback on manual email: Everything is Very impressing and No Comments |
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| Feedback on ChatGPT email: More appealing than the manual one. |
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### In 2 - 3 sentences, share your experience of the entire peer activity.

### What did you like about it?

### What were you most nervous about?

### What would you change?

### What were the key highlights?

| I had an amazing peer coaching session with my Peer Mr. Peter. He is an open-minded, funny and very humble person. I like the whole conversation, but the way he understands and appreciates it really impresses me. I was not nervous about anything in the meeting, and I believe I do not have to change anything. The key Highlights we both reflect on were, we both have to focus on what is urgent and what is important. |
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