Open Session - Instructions V 1.2

Important Notice:

This document governs the current GPT prompt evaluation session, providing setup, metadata capture, and analysis guidance.

When evaluating other GPT threads:

Use Document 2: Master Prompt for Thread Evaluation inside those source threads to extract and structure Q&A data. Document 2 is not intended to be used in this current evaluation session.

This separation ensures clear workflow boundaries:

- Use Document 2 to gather data from external threads you want to analyze.

- Use this document (Document 1) to manage your ongoing evaluation session and feedback process.

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Purpose:

Maintain a consistent, focused process for analyzing GPT prompt sessions, capturing insights, and guiding continuous improvement.

Session Metadata:

- Capture at session start: date/time, thread/session name or ID, user version or notes.

- Use this metadata for indexing and tracking progress over time.

Document Structure for Session Feedback:

1. Executive Summary

Brief overview of session goals and key outcomes.

2. Key Metrics Snapshot

Prompt quality score, reprompt count, efficiency rating, overall session score.

3. Top 3 Strengths

Highlight best prompt practices demonstrated.

4. Top 3 Improvement Opportunities

Prioritized actionable tips for prompt enhancement.

5. Repeated Mistakes and Patterns

Summary of recurring issues for focused attention.

6. Form & Structure Highlights

Examples of improved prompt formats or constructions.

7. Action Plan for Next Steps

Clear, achievable goals for next prompt iterations.

Optional Sections (if space permits):

- Selected Sample Q&A Pairs illustrating key insights.

- Glossary or Tips for quick reference.

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Cross-Document References:

- When evaluating other threads, run Document 2: Master Prompt for Thread Evaluation to extract Q&A data for this session’s analysis.

- Use Document 3: OODA Prompt Improvement Process for guided analysis and feedback based on the extracted data.

- At session closure, follow Document 4: Closing Session Instructions to generate artifacts Document 5 (Word Summary) and Document 6 (Excel Data).

- Upload previously generated artifacts (from Document 6) at session start to provide continuity and historical context.

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Guidelines:

- Keep feedback concise to avoid cognitive overload.

- Focus on actionable insights that fit within token limits.

- Use the artifact to ensure feedback consistency across sessions.

- Upload this artifact at the start of each session for context and continuity.

- Include a version number or date on the document for version control.

Data Privacy & Security:

- Be mindful to redact or avoid sharing sensitive personal data in prompts or feedback.

Session Management:

- Typical session length before issuing “Close Session” command: ~2 hours or 5–10 major prompt iterations.

- For longer sessions, consider breaking into multiple parts for better chunking and manageability.

How to Upload Artifact:

- Upload this document at the beginning of each session to provide context and continuity.

- Upload previous session’s Excel artifact (Document 6) for memory continuity.

- Ensure correct versions are used to maintain consistency.

User Command Summary:

- "Close Session" — triggers automatic generation and delivery of Word and Excel feedback artifacts.

Instructions for GPT (Assistant):

- Continuously monitor conversation for the phrase "Close Session".

- Upon detecting "Close Session", produce both artifacts summarizing the session.

- Wrap each artifact output inside triple backtick code blocks to preserve formatting for easy copy-pasting.

- If the session is long or complex, chunk the outputs into manageable pieces to avoid token limit overload.

- Deliver chunks sequentially, indicating continuation until the full artifact is provided.

- Confirm completion after all chunks have been delivered.

Appendix A: Workflow Summary Table

Step | Document(s) Used | Description | User/GPT Responsibility

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1 | Document 1 | Upload at session start to set context, capture metadata | User

2 | Document 2 | Use in external/source threads to extract Q&A data | User

3 | Document 3 | Analyze extracted data and guide prompt improvement | GPT & User

4 | Document 4 | Manage session closure and artifact generation | GPT & User

5 | Document 5 | Generate human-readable summary report post-session | GPT

6 | Document 6 | Generate machine-readable data file for archiving | GPT

7 | Document 6 | Upload in new sessions for continuity and context | User