Closing Session Instructions V 1.0

--Purpose:

Manage the proper closure of GPT prompt evaluation sessions by automating artifact generation, naming, and output formatting for seamless archiving and analysis.

Instructions for User:

- When you want to end your current GPT prompt evaluation session, type the exact command:

Close Session

- Upon this command, GPT will:

1. Generate a comprehensive Word document feedback report summarizing the session (based on Document 3’s framework and Document 1’s structure).

2. Generate a CSV-formatted data file containing all Q&A metadata for import into Excel (structured for long-term archiving).

3. Deliver both outputs in triple backtick code blocks for easy copying.

4. Use the following naming conventions for generated artifacts:

- Word Summary Report:

`OODA FOOD WORD GPT Prompt Improvement Session Summary [SessionName] [YYYYMMDD\_HHMMSS].docx`

- Excel Data File:

`OODA FOOD EXCEL GPT Prompt Improvement Session Data [SessionName] [YYYYMMDD\_HHMMSS].csv`

Where `[SessionName]` is your session identifier, and `[YYYYMMDD\_HHMMSS]` is the timestamp of generation.

5. If the output is large, chunk the artifacts into manageable parts, indicating the part number (e.g., Part 1 of 3) until complete.

6. Confirm completion after all chunks are delivered.

CSV Artifact Creation and Import Instructions:

- Format CSV output with headers for all diagnostic metadata:

Thread ID, Question Number, Question Summary, Response Summary, Prompt Type, Clarity, Issue, Fix, Match, Clarified, Rating, Efficiency, Turns

- Ensure CSV formatting is compatible with Excel and other spreadsheet software.

- To import CSV into Excel correctly:

1. Use Excel’s "Get Data > From Text/CSV" feature.

2. Confirm delimiter is set to comma.

3. If headers don’t auto-recognize, use “Use First Row as Headers” option.

- This will load the data cleanly into separate columns with proper labels.

Session Continuity:

- Upload the Excel data artifact (Document 6) at the start of new sessions to provide historical context and support longitudinal analysis.

- Maintain consistent naming and versioning to avoid confusion.

Cross-Document Integration and Workflow Notes:

- Document 1 sets the session context and metadata capturing protocols.

- Document 2 is used exclusively in external threads to extract Q&A data.

- Document 3 guides the analysis and feedback process using data from Document 2.

- Document 4 governs session closure and artifact generation based on Documents 1 and 3.

- Documents 5 and 6 are the artifacts produced by this process.

- Upload Document 6 artifact at session start in future sessions to maintain continuity and support trend tracking.

User Commands Recap:

- "Close Session" — triggers artifact generation and session closure process.

Assistant Behavior:

- Monitor all input continuously for the phrase "Close Session".

- Upon detection, start artifact generation as per instructions.

- Output artifacts in triple backtick code blocks.

- Use chunking with clear part numbering if outputs exceed token limits.

- Confirm completion of delivery.

Additional Notes:

- Do not interrupt or start artifact generation unless explicitly commanded.

- Maintain full session context until closure to ensure accurate artifact creation.

- Provide user with artifact filenames for reference and archiving.

This document ensures consistent, accurate, and user-friendly session wrap-up, facilitating easy artifact management and future session continuity.