OODA FOOD WORD GPT Prompt Improvement Session Summary

Date: July 19, 2025

Time: 14:15

Purpose:

Provide a comprehensive, human-readable summary report capturing the key insights, diagnostics, and actionable feedback from a GPT prompt evaluation session.

Structure and Content:

1. Session Metadata:

- Session Name / ID

- Date and Time

- User Version or Notes (if any)

2. Executive Summary (TL;DR):

- Brief summary of the user’s intent for the session.

- Overview of GPT’s overall outcome.

- Key issues encountered.

- Session quality score (1–5).

3. Key Metrics Snapshot:

- Average prompt clarity rating.

- Reprompt count and patterns.

- Efficiency ratings distribution.

- Overall session score.

4. Top 3 Strengths:

- Highlight best prompt strategies and successful interactions.

5. Top 3 Improvement Opportunities:

- Areas requiring prompt refinement or better query formulation.

6. Repeated Mistakes and Patterns:

- Summary of frequent prompt issues, reprompting triggers, and token limit overruns.

7. Form & Structure Highlights:

- Examples of effective prompt constructions observed during the session.

8. Action Plan for Next Steps:

- Clear, prioritized recommendations for improving future prompt sessions.

Optional Sections (If space and token limits allow):

- Selected Sample Q&A Pairs:

Representative examples illustrating key points.

- Glossary or Tips:

Quick reference for prompt terminology and best practices.

Guidelines for Use:

- The report should be concise but detailed enough to provide meaningful insights.

- Avoid jargon to maintain clarity for users at all levels.

- Use this report to track progress over multiple sessions and identify trends.

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Cross-Document Relationship:

- Generated by GPT upon receiving the "Close Session" command, following the frameworks in Documents 1 and 3.

- Compliments the raw data artifact (Document 6) by providing human-readable interpretation.

- Used for self-review, training, and long-term skill development.

Versioning and Naming Convention:

- Named using the following format:

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

- Ensure version number and date are included in the document header or footer for tracking.

This document serves as your primary feedback artifact, delivering actionable insights and summarizing your prompt improvement journey.