

ALX AICE: Milestone #2.22.04.2024

Simulation Recap

We hope you enjoyed the lessons and activities you completed this week. By now, we trust that you have a better understanding of the simulation and what it entails. Let's quickly recap how this week went. You have now successfully onboarded at Waga and sent your first email to the team. In the email, you introduced yourself and suggested meeting times based on your personalized work schedule. You also included a problem statement, which was detailed and well-written, thanks to the activities you completed during the week. You also experimented with ChatGPT as a writing assistant. Now, it's time to consolidate all the activities you completed during the week into your Milestone #2 Worksheet. Please follow the instructions provided to complete your milestone.

Tip: Check out [the rubric](#) before submitting your Milestone Worksheet.

Step 1: AI Toolkit

To access your AI Toolkit, Go to your personal ALX AICE Google Drive, then locate your updated [AI Toolkit Spreadsheet](#).

Next, Click "**Share**" (under the 3 dots) and adjust the settings so that it looks like this:

General access



Anyone with the link ▼

Anyone on the internet with the link can view

Viewer ▼

[Copy link](#)

Done

Then, copy the link and paste it in the box below;

Step 1: Your AI Toolkit

https://docs.google.com/spreadsheets/d/1X25_-5JJxYO76s9wSI-UqTUcRzumh1b7g7t5WuUMk-c/edit

If you need more help with this, Google for video instructions on sharing files in Google Drive, or ask a peer.

Step 2: Your Prioritization Matrix

Locate your [Prioritization Matrix Template](#) from [this activity](#).

Next, make sure you have included at least one task under each box/tab in your prioritization matrix. (You can take out the examples we have in the worksheet)

U R G E N T	Task	URGENT - DO IT NOW	Task	NOT URGENT
	1	Example: Attend the Karibu Ceremony	1	Example: Buy data for week 2 lessons
	2	DO IT NOW	2	DECIDE WHEN TO DO IT
	3		3	
	4		4	
	5		5	
	6		6	
I M P O R T A N T	1	Example: Go to buy bread each morning	1	Example: Stalk Jona's ex so I have the 'tea' for our next meet-u
	2	DELEGATE (ask someone to do it)	2	DELETE (don't do it. It is a time
	3		3	
	4		4	
	5		5	
	6		6	
	7		7	

Then, Click "**Share**" (under the 3 dots) and adjust the settings to "Anyone with the link can view." Next, paste the link in the box below;

Step 2: Prioritization Matrix
https://docs.google.com/spreadsheets/d/1-Wvllk5ln7iNwoaVxaouzzcJpx1CrC4Lm-bSRGg31JY/edit

Step 3: Work Schedule

Locate your [work schedule from this activity](#). It should be titled (AiCE_Work_Schedule)

Note: You are to create a work schedule based on your personal life and the activities you are carrying out in this program.

After creating your schedule on Google Calendar, download it as a PDF following the instructions below:

Step 1: For Windows, Press Ctrl + P. If you're using a Mac, press Command + P. This should bring up a print dialogue box.

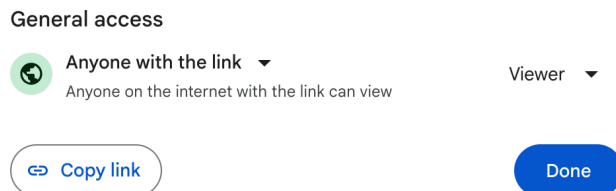
Step 2: Set the print range to the week/s you created your work schedule.

Step 3: Click on "Print" at the bottom left to generate a PDF of your work schedule.

Step 4: Save your work schedule and rename it with this format AiCE_Work_Schedule.

Step 5: Upload your work schedule to your personal ALX drive.

Next, click **"Share"** (under the 3 dots) and adjust the settings to *"Anyone with the link can view."*



Then, paste the link in the box below;

Step 3: Work Schedule
https://docs.google.com/document/d/1-7XjQTWR5-d_dG_4bFJrtRih4y976S7UkhA_rLSBVyY/edit

Step 4: Your Personal Mission Statement

Locate your updated [personal mission statement worksheet](#).

Make sure you have filled out Part 3 (Write down your personal mission statement) (Steps 4–9) with at least 50 words under each step.

Then, Click **"Share"** (under the 3 dots) and adjust the settings to *"Anyone with the link can view."* Next, paste the link in the box below;

Step 4: Personal Mission Statement
https://docs.google.com/document/d/1-7XjQTWR5-d_dG_4bFJrtRih4y976S7UkhA_rLSBVyY/edit

Step 5: Problem Statement

Go to the problem statement you wrote from the problem statement activity. Then, paste your problem statement in the box below. Ensure your problem statement follows the structure in the box. Remember your problem statement should be based on your simulation activity at Waga. (The failed launch of VacAI)

Step 5: Problem statement

The failed launch of VacAI has posed a significant problem for the population of travelers. The impact of this problem is the inconvenience and frustration caused by the inability to access reliable and efficient travel assistance. There is a clear gap between the current state, where VacAI failed to launch, and the desired/solved state, where travelers can confidently rely on VacAI for seamless and personalized travel experiences.

Step 6: Your Email to Colleagues

Locate your ["Email to Colleagues" worksheet](#). The worksheet must be filled out completely, which means that you should have filled out **Section A (Parts 1 Manual Email & Part 2 ChatGPT Email)** and **also completed your peer activity and reflection in Section B (Part 4)**.

If it has been filled completely, Click **"Share"** (under the 3 dots) and adjust the settings to *"Anyone with the link can view."* Next, paste the link in the box below;

Step 6: Email to Colleagues Worksheet

<https://docs.google.com/document/d/1-QNgNgEDrsYnRpEOxNIyIG8maUZY3O4ysSzdPlbsNyw/edit>

Step 7: Reflection on the use of AI

Take a moment to reflect on everything you've learned and how AI might shape your future. Then, create a short paragraph based on your reflection; your paragraph should answer the questions in the box below;

Step 7: Reflection on the use of AI

Do you think AI can be a useful writing assistant?

How often do you think you will use AI as a writing assistant?

How can you improve your prompts?

Write your reflection paragraph here:

Absolutely, AI can be a very useful writing assistant! It can help with grammar and spelling, suggest alternative words or phrases, and even provide ideas or inspiration for writing. As for how often I would use AI as a writing assistant, it would depend on the specific task or situation. Sometimes I might need more assistance, while other times I might feel confident writing on my own. As for improving prompts, I can continue to learn and gather more information to provide even more helpful and relevant suggestions.

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