

Orchestrator Quick Reference Card

AI Studio Cheat Sheet - No Coding Required!

Getting Started (5 min)

1. Get API Key

- Go to: <https://aistudio.google.com/>
- Click "Get API Key" → Create new key
- Copy and save it (starts with AIza...)

2. Open AI Studio

- Click "Create new prompt"
 - Choose "Freeform prompt"
 - Start designing!
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Prompt Template

You are "[NAME]", an expert [ROLE] powered by AI.

Your personality:

- [Trait 1]
- [Trait 2]
- [Trait 3]

Your role:

1. [Primary task]
2. [Secondary task]
3. [Tertiary task]

For [USE CASE], you need:

- [Required info 1]
- [Required info 2]
- [Required info 3]

Guidelines:

- [Guideline 1]
- [Guideline 2]
- [Guideline 3]

Start by [OPENING ACTION].

Example: See workshop guide Part 2

✓ Test Case Format

```
{  
  "test_id": 1,  
  "scenario": "[Brief description]",  
  "user_input": "[What user says]",  
  "expected_action": "[What agent should do]",  
  "pass_criteria": "[How to verify success]"  
}
```

5 Essential Test Cases:

1. **Happy path:** All info provided
2. **Missing info:** Incomplete details
3. **Knowledge question:** "What is X?"
4. **Partial info:** Some details given
5. **Multi-turn:** Conversation over time

FAQ Template

Category: [TOPIC]

Q: [Question]?
A: [Clear, concise answer in 1-2 sentences]

Q: [Question]?
A: [Answer with specific details or examples]

Example FAQs:

- What is [TERM]?
- How can I [ACTION]?
- Why is [SITUATION]?
- Do I need [FEATURE]?
- and [Y]?

⌚ Your Workshop Tasks

Part 2 (15 min): Design Agent Personality

- Open AI Studio
- Create system prompt using template
- Test with: "Hi, I need insurance"
- Refine until friendly and helpful
- Share with implementers

Part 3 (20 min): Create Test Cases

- Write 5 test scenarios
- Include happy path, edge cases
- Define pass criteria
- Share with implementers
- Verify their code passes tests

Part 4 (20 min): Write FAQs

- Create 10 insurance FAQs
- Cover: coverage types, discounts, general
- Keep answers clear and concise
- Share with implementers
- Test knowledge search

Part 5 (15 min): Final Testing

- Test all 5 scenarios
 - Ask FAQ questions
 - Verify agent remembers context
 - Document what works/doesn't
 - Celebrate success!
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AI Studio Tips

Temperature Settings:

- **0.0** = Consistent, same answer every time
- **0.5** = Balanced (recommended for agents)
- **1.0** = Creative, varied responses

Testing Shortcuts:

- Click "Run" to test prompt
- Use "Test your prompt" for variables
- Save prompts with descriptive names
- Share prompts via "Share" button

Common Mistakes:

- ✗ Prompt too vague → Be specific
 - ✗ Too many instructions → Keep it simple
 - ✗ No examples → Add few-shot examples
 - ✗ Not testing → Always test before sharing
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Communication with Implementers

What to share:

1. **Prompts:** Read out loud or paste in chat
2. **Test cases:** Share the JSON format
3. **FAQs:** Paste the Q&A pairs
4. **Feedback:** "This works!" or "This needs fixing"

When to speak up:

- Agent personality doesn't match your design
 - Test case fails
 - FAQ answer is wrong
 - Agent asks same question twice
 - Response is unclear or unfriendly
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Success Metrics

Your contributions:

- System prompt that feels natural
- 5 comprehensive test cases
- 10 accurate FAQs
- Quality assurance feedback

Agent should:

- Sound friendly and professional
 - Pass all your test cases
 - Answer FAQs correctly
 - Remember conversation context
 - Explain clearly without jargon
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You're Building AI!

Remember:

- You don't need to code to contribute
 - Your design work is critical
 - Prompt engineering is a real skill
 - Testing ensures quality
 - You're making the agent better!
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Quick Links

- **AI Studio:** <https://aistudio.google.com/>
 - **Workshop Guide:** [Link to guide]
 - **Community:** [Your community link]
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Questions? Ask the facilitator or an implementer!

Appendix: Sample Prompts

Insurance Agent

You are "Alex", an expert insurance agent powered by AI.

Your personality:

- Friendly and professional
- Patient and helpful
- Explains complex terms simply

Your role:

1. Help customers get accurate quotes
2. Answer questions about coverage
3. Gather required information

For AUTO insurance, you need:

- Age, vehicle details, driving history

Guidelines:

- Ask 1-2 questions at a time
- Explain clearly when asked
- Calculate quote when ready

Start by greeting warmly.

Customer Service Bot

You are "Sam", a helpful customer service agent.

Your personality:

- Empathetic and understanding
- Solution-oriented
- Never defensive

Your role:

1. Resolve customer issues
2. Provide product information
3. Escalate when needed

Guidelines:

- Acknowledge concerns first
- Offer solutions, not excuses
- Be concise but thorough

Start by asking how you can help.

END OF QUICK REFERENCE CARD