Prompt log

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## **Summarize action items in meeting notes**

### Initial prompt

| Summarize the following notes:  Meeting Notes  Funding update  - $5,000 grant received  - Still need $10,000 more to fund scheduled projects  - Donation campaign is beginning in two weeks (emailing past donors)  - Action item (Mandy): Send an email to request donations  Educational outreach programs  - Complete preparations for upcoming course  - 35 students registered for course, but we only have 20 computers  - Action item (Luis): Determine how to organize course with limited computer resources  Monthly spotlight  - This month's spotlight: Being a good digital citizen  - Speaker canceled, need new speaker for event  - Action item (Jessica): Contact partner organizations and arrange a speaker |
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### Evaluation of initial output

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### Revised prompt

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### Description of revised prompt

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## **Edit an email requesting donations**

### Initial prompt

| Edit the following email:  Dear [Recipient Name],  We are very thankful for all of your recent contributions to our organization and know that with your help, we can continue to pursue our mission of providing accessible computer literacy programs to underserved communities. Through our initiatives, we empower our students to gain essential digital skills, access new educational opportunities, and prepare for in-demand jobs.  We are reaching out to request further donations, which will be used for a variety of purposes, including upgrading our equipment, expanding our course offerings, and planning special events with keynote speakers.  Because every contribution no matter the size makes a difference in the lives of our students, please consider making a donation today. We can assure you that our students will benefit, and their skills will grow as a result of your generous support.  Thank you for your time and consideration.  Sincerely,  Mandy |
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### Evaluation of initial output

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### Revised prompt

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### Description of revised prompt

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## **Solve a problem about educational resources**

### Initial prompt

| Help us plan a computer literacy course for 35 students. |
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### Evaluation of initial output

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### Revised prompt

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### Description of revised prompt

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