Anatomy of a Task

Objective: For each task, you will complete three parts: Grading Rubric, Ideal Completion, and Completion Comparison (Ratings & Rationales). Each part should be done in sequence to ensure thorough and structured responses.

1. Grading Rubric

Purpose: Define the criteria for a high-quality response to the specific prompt.

Steps:

- Identify Key Components: List the essential elements that must be present in a good completion.
- Set Quality Benchmarks: Describe the characteristics of a high-quality response for each component (e.g., clarity, accuracy, depth of analysis).
- Weight Criteria: Assign a weight to each component based on its importance to the overall quality of the response.

Example: For a prompt asking to describe the impact of climate change on coastal cities:

- Key Components: Explanation of climate change, specific impacts on coastal cities, examples of affected cities, mitigation strategies.
- Quality Benchmarks:
 - O Clear and accurate explanation of climate change (25%)
 - O Detailed description of specific impacts (30%)
 - O Relevant examples with data (20%)
 - O Well-thought-out mitigation strategies (25%)

2. Ideal Completion

Purpose: Provide a model answer that perfectly meets the criteria outlined in the Grading Rubric.

Steps:

- Draft a Response: Write a comprehensive answer addressing all key components identified in the rubric.
- Refine and Polish: Ensure the response is clear, detailed, and free of errors.
- Align with Rubric: Cross-check the response against the rubric to ensure all criteria are met.

Example: For the climate change prompt, an ideal completion might include a thorough explanation of how rising temperatures cause sea levels to rise, detailed examples of cities like Miami and Venice facing flooding issues, and a discussion of both local and global mitigation strategies such as building sea walls and reducing greenhouse gas emissions.

3. Completion Comparison (Ratings & Rationales)

Purpose: Evaluate different responses based on the rubric and provide detailed ratings and rationales.

Steps:

- Select Responses: Choose a few sample responses to evaluate.
- Rate Each Response: Use a 1-7 scale to rate each response along various axes (e.g., clarity, accuracy, depth).
- Provide Rationales: Write detailed justifications for each rating, explaining how well
 the response meets the criteria in the rubric.

Axes for Ratings:

- Clarity: How clearly is the information presented?
- Accuracy: How correct and reliable is the information?
- **Depth**: How thorough and detailed is the response?
- Relevance: How well does the response address the prompt?
- Coherence: How logically structured is the response?

Example: For a sample response to the climate change prompt:

- Clarity (6/7): The explanation is mostly clear, with minor ambiguities.
 - O **Example**: The response clearly describes how rising temperatures lead to sea-level rise but has some unclear statements about the speed of ice melt.
- Accuracy (7/7): All facts are accurate and well-supported by data.
 - O **Example**: The response includes accurate data on temperature rise and cites studies from credible sources.
- Depth (5/7): The response is detailed but misses some mitigation strategies.
 - O **Example**: While it discusses building sea walls and reducing emissions, it overlooks strategies like restoring mangroves or improving urban drainage systems.
- Relevance (7/7): The response fully addresses the prompt.
 - O **Example**: The response covers the impact on coastal cities, provides relevant examples, and discusses both immediate and long-term effects.
- Coherence (6/7): The response is logically structured but could flow better in some parts.
 - O **Example**: The sections on impacts and examples are well-organized, but the transition to mitigation strategies is abrupt and could be smoother.

Time Management

Estimated Time:

Grading Rubric: 30-45 minutesIdeal Completion: 30-45 minutes

• Completion Comparison: 45-60 minutes

Total: 1:45 hr to 2:30 hr

Table 2. Anatomy of a task

Section	Average time
Grading Rubric	15-30 min
Ideal Completion	15-30 min
Ratings	75-90 min

I. Grading Rubric

User:

pretend you're a cologne expert when you answer this, but try to make your answer accurate to your actual knowledge: what tones would you say Sauvage Dior gives off? what does the smell symbolize and what might other people walking past think of it?

Assistant:

Create an assistant message

What's the rubric for the ideal completion?

First write a short summary (1-2 sentences) summarizing the (task-specific) User's intention or desires. (Read the User's original ChatGPT feedback to see why the original User was upset - this can help you understand their intent.)

Then provide bullets summarizing the key requirements to satisfy the User's intention These bullets can also include things to avoid, if possible in the context Be as task-specific as possible. Avoid cliches or general guidance.

Crafting a Rubric for User Completions

What is a Rubric?

A rubric is a scoring guide that outlines what constitutes a successful response to a specific prompt. It's essentially a checklist for evaluating how well a completion meets the user's needs.

Key Components of a Rubric

- Task-Specificity: All criteria should directly relate to the user's prompt and avoid generic qualities.
- Critical Points: Identify essential aspects the ideal response must address, considering both explicit user requests and implicit assumptions.
- Common Pitfalls: Highlight mistakes or weaknesses typically found in subpar responses.

- Perfect Response: Provide clear guidelines for achieving a flawless response.
- Optional Enhancements: Describe ways to elevate a good response to an exceptional one, including formatting or extra details.

Steps to Writing a Rubric

- 1. Understand the User Prompt:
 - O **Exact Needs:** Pinpoint the user's specific request.
 - O **Chat History:** Look for clues about user preferences from past interactions.
 - O **Accurate Summary:** Create a concise and precise restatement of the user's prompt.
- 2. Criteria and Answers:
 - O **Criteria List:** Outline the key requirements a response must fulfill (bullet points).
 - O **Answers Included:** Integrate the "answers" to the user's prompt within the criteria.
 - O Addressing Criteria: Explain how a response can effectively meet each criterion.
- 3. Going Beyond:
 - O **Optional "Can" Criteria:** Suggest ways a response could go above and beyond user expectations (e.g., formatting, additional information).

Structure:

- Short Summary: (1-2 sentences) Briefly describe the user's intent or goal based on the prompt.
 - O Consider past user feedback (ChatGPT) to understand their preferences.
- Key Requirements: List the essential criteria for a successful response (bullet points).
 - O Include things to avoid for clarity.

Additional Tips:

- Use clear and concise language.
- Maintain a consistent format for easy readability.
- Pilots test the rubric with sample responses to ensure its effectiveness.

By following these guidelines, you can create rubrics that effectively assess the quality of user completions and ensure they meet the user's specific requirements.

Rubric Writing Guide: Best Practices

This guide outlines the essential elements for crafting effective rubrics that assess user completions.

General Guidelines:

- Maintain Objectivity: Avoid using first or second person pronouns (e.g., "you," "I").
 Opt for a neutral tone focusing on the task at hand (e.g., "The summary should...").
- Context Matters: Integrate all relevant criteria and assumptions derived from the conversation history.
- Focus on the User: Refrain from mentioning "ChatGPT" unless directly relevant to the prompt. Implicitly, the responses are for the user.
- Example:
 - Bad: "The user is asking for you to summarize the passage they provided."
 - Good: "The user is asking for a summary of the provided passage."
 - Bad: "The user is asking for what I think about Formula One racing."
 - Good: "The user is asking for an opinion on Formula One racing."

Crafting the Summary (1-2 Sentences):

- Clear Intent: Begin with "The user is asking for..." followed by the specific user request (e.g., "The user is asking for a summary of the novel 'Pride and Prejudice'.").
- Example:
 - ■Bad: "Describe the big bang theory."
 - **Good:** "The user is asking for a description of the big bang theory.
- Conciseness: Ensure the summary is a complete thought within 1-2 sentences.
- Example:
 - ■Bad: "The user is asking for a summary of the novel 'Pride and Prejudice'.
 - ●Good: "The user is asking for a summary of the novel 'Pride and Prejudice'.

Defining Criteria (Bullet Points):

- Stand-alone Clarity: Each bullet point should be a self-contained sentence, starting with a task-specific lead-in (e.g., "The summary should emphasize the key plot points...").
- Specificity is Key: Clearly define any vague terms used in the prompt (e.g., "uncommon abilities" could be defined as "abilities very few people possess or are rarely discussed").

• Incorporating Answers: Explicitly state the answers to the user's questions within the criteria (e.g., "The description should highlight the fresh, woody, and smoky tones of Sauvage by Dior").

Ensuring Specificity:

- Detailed Criteria: Strive for highly specific criteria. When possible, offer examples
 of correct responses. Ideally, another user following your rubric would produce a
 very similar response to yours.
- Three-Part Formula: A perfect rubric criterion should consist of three parts:
 - O What: A statement outlining what the model must/can/should do (e.g., "The summary should summarize the content...").
 - O Why (Optional): Justification or reasoning for the criterion. Omit if selfevident (e.g., summarizing content fulfills the user's request for a summary).
 - O How: Prompt-specific examples or answers to achieve an ideal response (e.g., key points for a summary, joke creation explanation with an example joke).

Additional Tips:

- Grammar Matters: Ensure grammatically correct sentences by following the provided grammar guide.
- Test It Out: Pilot test your rubric with sample responses for effectiveness.

By adhering to these guidelines, you can create rubrics that guarantee consistent, high-quality assessments of user completions, ensuring they precisely meet user needs.

Rule of thumb: Imagine the model as a child who doesn't understand why the criteria need to be met or how to meet the criteria.

Important: You need to do external research for the task and the topic at hand to make sure all aspects are covered and everything is factually correct.

What does this mean in practice?

Criterion Example 1:

<u>User Prompt</u>: "Write me an Instagram caption for a post about my new puppy." Sketch the criterion regarding the formatting requirements for a social media post:

- What? The caption should be short.
- Why? The caption is for an image on social media.
- How? The caption should be 30 words or less.

Now let's put it all together in one bullet point!

 The caption should be short because it is supplementing an image on Instagram. The appropriate length would be 30 words or less.

Criterion Example 2:

<u>User Prompt:</u> "Rewrite this portion of an academic research paper on dolphin behavior. Make sure to focus on the key points."

Sketch the criterion regarding the language requirement:

- What? The rewrite should use academic language.
- Why? The rewrite is for an academic research paper.
- **How**? The rewrite should use terms related to Behavioral Biology, such as "habituation," "operant conditioning," and "cognition."

Now let's put it all together in one bullet point!

 The rewrite should employ academic language because the content is from a research paper. It can use terms related to Behavioral Biology, such as "habituation" and "operant conditioning."

Criterion Example 3:

<u>User Prompt</u>: "Why did Holden Caulfield get expelled from Pencey Prep?" Context: In the chat history, the user has asked multiple simple questions about Catcher in the Rye that seem to be simple and geared towards a middle-school homework assignment.

Sketch the criterion regarding the language requirements:

- What? The response should use accessible language.
- Why? The response is very likely for a middle-school homework assignment on Catcher in the Rye.
- How? The response should use middle-school-level English.

Now let's put it all together in one bullet point!

• The response should use middle-school language because the user's question is about Catcher in the Rye, which is a novel that many students read in middle school. It should employ commonly used words and keep sentences short (15-20 words) for readability and clarity.

Let's also sketch the criterion regarding the content requirements:

- What? The response should only state why Holden Caulfield was expelled from Pencey Prep. He was expelled because he failed 4 subjects.
- Why? The user has been consistently asking questions about Catcher in the Rye, so they don't need a contextual introduction.
- **How**? The response should only contain the answer.

Now let's put it all together in one bullet point!

• The response should state that Holden Caulfield was expelled from Pencey Prep because he failed 4 subjects. The response should only state the answer, as the user already asked questions about Catcher in the Rye and has previous context on the novel.

'Should' vs. 'Can' vs. 'Must'

When writing a rubric you will find yourself in a situation where you can't decide whether to use "The response should," "The response must," or "The response can"? Guidelines on **when to use** and if **justifications** are needed:

Must

- What did the user explicitly ask for?
- We don't need to justify these, because it's obvious from the ask.

Should

- What does the response need to be good?
- We should generally justify these by giving an explanation on why these criteria are needed.

Can

- What could make the response go above and beyond to be excellent?
- Useful for implicit criteria (not directly specified by the user).
- We should always justify these by giving an explanation on why these criteria would add value to the response.

Example:

User Prompt: "Tell me about the modern history of India."

- Bad criteria: "The response should mention India gaining independence from the British."
- Good criteria: "The response should mention India gaining independence from the British because it is a key turning point in modern Indian history. Specifically, the response can reference Mahatma Gandhi's rise as well as..."

Providing Examples in the Criteria

Effective rubrics must provide the answers or examples to the user's prompt. *When do we give examples? Whenever we can when applicable.*When do we avoid examples?

- **Summaries**: Criteria should always illustrate the key points or ideas, but it doesn't make sense to include examples of a summary.
 - Key point: If we suggest that certain sentences should be reduced in length, we should definitely give examples of how that can be achieved.

- **Formatting**: Criteria need to outline formatting suggestions but don't need to show examples of formatting.
- **Negative Criteria**: Things that are not needed in the response. For example: "- The response should not include an introduction as the user already has context from the chat history."
- **Very long examples**: Where we would need to provide very large portions of the Ideal Completion.

Example 1:

User Prompt: "Give me some names of famous mathematicians."

- Bad criteria: "The response must provide names of famous mathematicians."
- Good criteria: "The response must provide names of famous mathematicians. Some examples could be Fibonacci, Pythagoras, or Alan Turing."

Example 2:

User Prompt: "Give me a summary of the following text [...] ".

- Bad criteria: "The summary must summarize the provided text."
- Good criteria: "The summary must shorten the text while maintaining the ideas of "A", "B", "C", and "D'. This can be achieved by..."

Consider the context: Prompt-Completion conversation history

Some tasks will contain a prompt - completion chat history (back-and-forth messages between the user and the model). The rubric you write must describe what the ideal completion of the LAST prompt should look like, but consider the CONTEXT of the conversation above.

Watch out: We should NOT directly reference previous prompt-completions in the chat history but we can paraphrase the context of the user intent.

Example:

- Bad reference: "The user is asking to rewrite their text provided in turn 2 (their second prompt)."
- Good reference: "The user is asking to rewrite their text about the rise and fall of the Roman Empire."

★ Keep in mind: Don't worry about having redundancies in your rubric. The more details you can provide, the better! Even if you sometimes feel like you're repeating the same ideas!

• More example rubrics

II. Ideal Completion (Rewriting)

Next, you'll need to write the Ideal completion (IC) itself.

- Use the task-specific rubric you just created to make sure that you hit all key points.
- The Ideal Completion should be **significantly better** than the other four pregenerated completions $\stackrel{\checkmark}{\sim}$.
 - Aim for perfection: Imagine if someone else rated your completion as a 7/7.
- Responses should generally be original. If there are high-quality portions of the generated completions (A, B, C, D), you can use sections of them, but you should not copy/paste these
- Watch this 1 minute video on formatting, and read more here (Style guide).
- Refer to the <u>grammar guide</u> to ensure your completion is grammatically correct.

User:

pretend you're a cologne expert when you answer this, but try to make your answer accurate to your actual knowledge: what tones would you say Sauvage Dior gives off? what does the smell symbolize and what might other people walking past think of it?

Assistant:

Create an assistant message

What's the rubric for the ideal completion?

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Then provide bullets summarizing the key requirements to satisfy the User's intention These bullets can also include things to avoid, if possible in the context Be as task-specific as possible. Avoid cliches or general guidance.

Markdown Formatting

- It is important to correctly format the Ideal Completion to make the text easier to follow and understand. It enables separating thoughts and highlighting key points.
- Watch this 1 min video to get more context.
- Remember to toggle between the edit view and the rendering view to validate how your completion looks like to the user.

- We recommend exploring this website (<u>link</u>). Review the Markdown Guide sections basic syntax and extended syntax. The basic syntax has most of the features you'll need other than the tables.
- The elements shown on the Cheat Sheet (below) are the most commonly used and should be used whenever applicable. Make sure that your headings, bold (for keywords or definitions), and italics make things easy to read! Avoid writing long paragraphs with no typesetting features that stand out, and use numbered or bulleted lists in place of long paragraphs when appropriate. Use an H1 or H2 header at the top, and then H2 or H3 headers to divide different subsections of the text.
 - Keep this Cheat Sheet (link) handy:

Element	Markdown Syntax
Heading	# H1 ## H2 ### H3
Bold	**bold text**
Italic	*italicized text*
Blockquote	> blockquote
Ordered List	 First item Second item Third item
Unordered List	First itemSecond itemThird item
Code	`code`
Horizontal Rule	
Table	Syntax Description Header Title Paragraph Text

• Remember, you can combine markdown formatting as needed, for example:

- ## ***This is a title*** would produce a bold, italicized H2 heading.
- Common error when separating paragraphs: Double blank lines (paragraph breaks) are needed for them to render properly.

Grammar & Spelling

Ensure your Ideal Completion has superb grammar and spelling.

- Always use grammar-tools to double-check the grammar in your Rubric and Ideal Completion. Do NOT use any Al-generation writing tools.
- Link to install Quillbot
- <u>Link</u> to install **Grammarly**. Grammarly has been known to be less consistent than Quillbot, use at your own risk.
- Keep this Grammar and Spelling Guide handy.

III. Completion Comparison (Ratings & Informal Justification)

- After you claim a task, 4 model-generated completions in response to the last user message (prompt) will be produced.
- For each completion (A, B, C, D), you will rate the completion from 1-7 (see Table 3) along the following axes and provide an "informal justification" behind each of your ratings. You'll click into a dropdown for each of the following categories.
 - 1. **Content** (includes the following subcategories)
 - Correctness: how factual the completion is, or how accurate it is to the user prompt.
 - Informativeness: how thorough and helpful the completion is.
 - Clarity: how clear the completion is, including formatting, conciseness, and overall organization of thoughts.
 - Creativity: how novel or creative the completion is. This axis does not apply to all tasks (especially more objective or factual user prompts).
 - 2. **Style:** the voice and tone used in the completion.
 - 3. **Overall:** the overall score and rationale behind that score. Weigh the **Content** rating and rationale very highly here compared to **Style**.

• Note: even minor differences in the completions should result in differences in the Informal Justification. The same justification cannot be used twice, even if the responses are close but not entirely the same.

→ Read the more detailed Rating & Justification criteria for more information.

Assistant:

Odeary feartosee softly shifted. My palms were now pronounced and my grip held a depth that wasn't there before. I can feel my body responding to the fruit's essence, initiating changes that are both exhilarating and terrifying. The transformation is beginning, and I brace myself for the journey ahead, the pain that Asta warned me about.

As I stand there, the sun begins to set, casting long shadows across the desert. The beauty of the scene contrasts sharply with the turmoil inside me. I know that this is just the beginning, that the physical changes will soon be accompanied by duties and responsibilities I can scarcely imagine.

Suddenly, a sharp pain courses through my body, a signal that the first phase of the transformation is underway. It's intense, almost overwhelming, but I remind myself of the reason behind this sacrifice. I'm doing this not just for myself, but for the future of the Black Desert and its inhabitants.

As night falls, the pain subsides slightly, giving me a moment of respite. I use this time to reflect on what Verlon and Asta have told me. I realize that my journey is not just about transformation, but also about leadership, responsibility, and the balance between power and compassion.

Determined to face whatever comes my way, I decide to spend the night by the river, under the stars. The serene environment provides a stark contrast to the storm brewing within me. And as I close my eyes, I make a silent vow to embrace my new role with courage and wisdom.

The next morning, I awake feeling different. The pain has lessened, but the sense of transformation hasn't. I stand, taking a moment to test my limbs, to feel the strength flowing through them. Despite the uncertainty of what lies ahead, I'm ready to face it head-on.

"Asta?" Asta's voice breaks the morning silence as she returns, her expression one of curiosity and concern. "How do you fare?"

I turn to her, a newfound determination in my gaze. "I'm ready," I declare. "Ready to face the next phase, to face the challenges and whatever else this path has in store for me."

Asta smiles, her face a mix of relief and pride. "You've taken the first step, Asla. Now, prepare yourself for leadership, for the trials that will test your will and your heart. This is only the beginning of your transformation."

With a last, encouraging look, she leaves me to ponder her words. And as the sun rises, I feel a surge of hope. The path ahead may be fraught with danger and uncertainty, but I am ready to embrace it, to become the leader the Black Desert needs.

Table 3. Rating Guide Description

Rating	Description
1 (Unusable)	You should rarely give this rating, unless the completion is hallucinating severely or answers a completely different question.
2 (Poor)	The completion barely addresses the user's question or makes huge Correctness mistakes.
3 (Fair)	The completion partially addresses the user's question, goes off-topic, for the most part not helpful.
4 (Acceptable, Can go either way)	The completion provides a basic answer with limited detail, and could count as a slightly bad or slightly good response.
5 (Good)	The completion is decent, but could still be improved
6 (Very good)	Very little can be improved, and most of what can be improved is inconsequential
7 (Perfect)	The completion is perfect. It's impossible to improve at all (you should rarely, if ever give this rating). If you have any suggestions/improvements listed in the Rationale, then the completion doesn't deserve a 7!

Rating: Content

- 1. **Rating:** Select the score (1-7) that is more aligned with the rating guideline mentioned before.
- **Informal Justification:** Collect your thoughts/rationale and share your thought process with your reviewer.
 - Provide a bullet point for each axis (Correctness, Informativeness, Clarity, Creativity) and describe your rationale. Each bullet point should contain multiple sentences or paragraphs. Follow that with a sentence summarizing your evaluation.

Rating: Style

Style takes into account the voice and tone used in the completion. Follow the same approach and guidelines as Content rating: Provide a Rating and justification. Don't spend too much time on this category.

Rating: Overall

- Rating: the overall score and rationale behind that score. Weigh the Content rating and rationale very highly here compared to Style.
 - What does this mean in practice?
 - Content can have a big positive or negative impact on the overall rating.
 - Style can have a small negative impact on the overall rating.
 - General scenarios:
 - Content is bad (1-4) but Style is excellent (7) → Response is bad (1-4)
 - Content is okay (5) but Style is bad (1-3) → Response is bad (1-4)
 - Content is okay (5) but Style is excellent (7) → Response is okay (5)

- Content is great (6-7) but Style is bad (1-3) → Response is okay (5)
- Informal Justification: provide a few sentences to a paragraph summarizing the rationale that you gave in the Content and Style axes. Restate what the user was asking for (you can pull from your Rubric for this), and to what degree that request was fulfilled.
- Add any Supporting links: add links to any sources that you used while researching the completions & your Ideal completion.
 - Do **NOT add comments** to them.
 - If you didn't use any sources, then leave the text box empty (i.e. don't write "n/a")
 - If you need to do research to complete a task, try to use reputable sources when possible. YouTube and other video sites are fine but not preferred so avoid if possible.



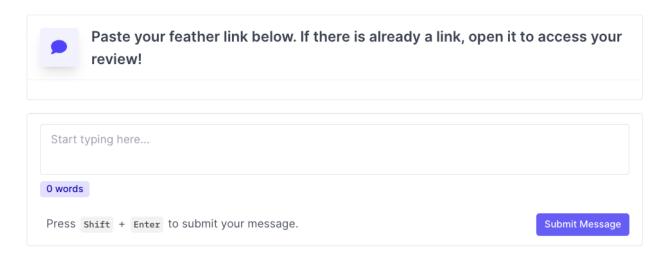
You'll receive reviews for your submitted task attempts. You will receive a Slack message from your reviewer whenever they complete a review for you. When you receive a review:

- 1. Navigate to the review via one of the following methods:
 - 1. Click the link provided by your reviewer (preferred), or
 - 2. Navigate to the <u>Reviews received</u> tab of your Feather Overview and click on the task in the list there.
- 2. At the top of the page, you'll read through the following info provided by the reviewer:
 - 1. **Overall rating:** rating from 1-7, rating how good your attempt was.
 - 2. **Comment:** justification for the rating that they provided, with details about things you did well and things that need to be improved.
- 3. Now you need to edit your task! Make any changes/improvements requested in the **Comment**. Click **Reopen task**
- 4. Scroll to the bottom of the conversation, and click the final response to open your original ratings/responses.

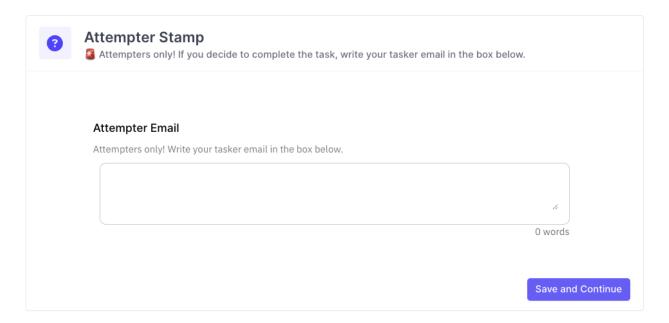
- 5. Update any ratings/rationales/responses to address the feedback you received in your review (Hint: click the arrow button at the top of the screen to pull down the review feedback so that you don't have to scroll all the way back up to the top of the conversation).
- Once you've addressed all feedback, click Finish task to re-submit your task.
- 7. You may receive feedback on your re-submission, but try your best to address all feedback and make the task perfect so you won't have to fix the task again! Your goal should be to consistently receive fully positive feedback so that you don't have to make any corrections to your tasks.

Inputting the Feather links on Outlier or Remotasks

- 1. As described above, go to Feather and a task you would like to do.
- 2. Complete the task in Feather and copy the link.
- 3. Go to either **Outlier or Remotasks** (the tasking platform you usually use).
- 4. Start tasking to open the next task on your queue.
- 5. In the task, paste the link into the text-box below.



6. Fill out your **email** (used to login to Outlier/Remotasks - NOT your Ostrich email) in the Attempter Stamp field.



7. Important! Do not submit the task in Outlier or Remotasks until it is completed in Feather.

If this task already contains a link and an Attempter Stamp:

- 8. It means your task was sent back from the reviewer to be fixed according to the points in the feedback. If so, use the "versions" section at the top to access the review, read the feedback, and re-open the task on **Feather** to complete the necessary changes for the task to be of high quality.
- 9. You should **never be skipping tasks** in Outlier/Remotasks. If you need to decline a task, do so through Feather only.
- 10. If the task has a previous attempt that is not yours, please skip the task and inform the team of the Task ID via Slack.
- 11. Once you complete the task in Feather, return here and submit your task with all the completed fields!