

## Practice Task: Draft an Agenda or Schedule

**Goal:** Explore how AI can assist with creating an agenda or schedule for an event, PD session, or meeting.

**Tool Featured:** Gemini

*(Can also be done using SchoolAI's PLC Agenda or Build Your Own tool OR Brisk Teaching's Something Else tool)*

### TASK STEPS

1. Navigate to [Gemini](#)

2. Paste the following prompt into the "Enter prompt" dialogue box. If you wish, edit the prompt to make this task more relevant to you.

Format: [Enter your persona], [state your aim and recipients]. [Describe the theme and structure].

**I am a 6th grade Social Studies teacher. Create an agenda for my school's "Meet the Teachers Night" in which incoming 5th grade students and their parents will get the chance to follow the child's class schedule and meet each teacher. I will have 10 minutes with each class of students. The night is casual and relaxed. I do not want to talk the entire time, so please include a short, engaging activity that would be relevant.**

3. Run the prompt

4. Review the output

- Does the output address the prompt?
- Does the agenda cover "all bases"
- Is the output appropriate for the time constraints?

**Optional Next Steps:**

- Revise your prompt as needed, adding specificity
- Ask follow up questions
- Rate the response

#### Tips!

1. Export the agenda to a Google Doc by clicking the Share & Export icon
2. Ask a follow up question such as "Can you create a sign in sheet for students"

and parents so I know who was in attendance?"