

Knowledge Base Workgroup

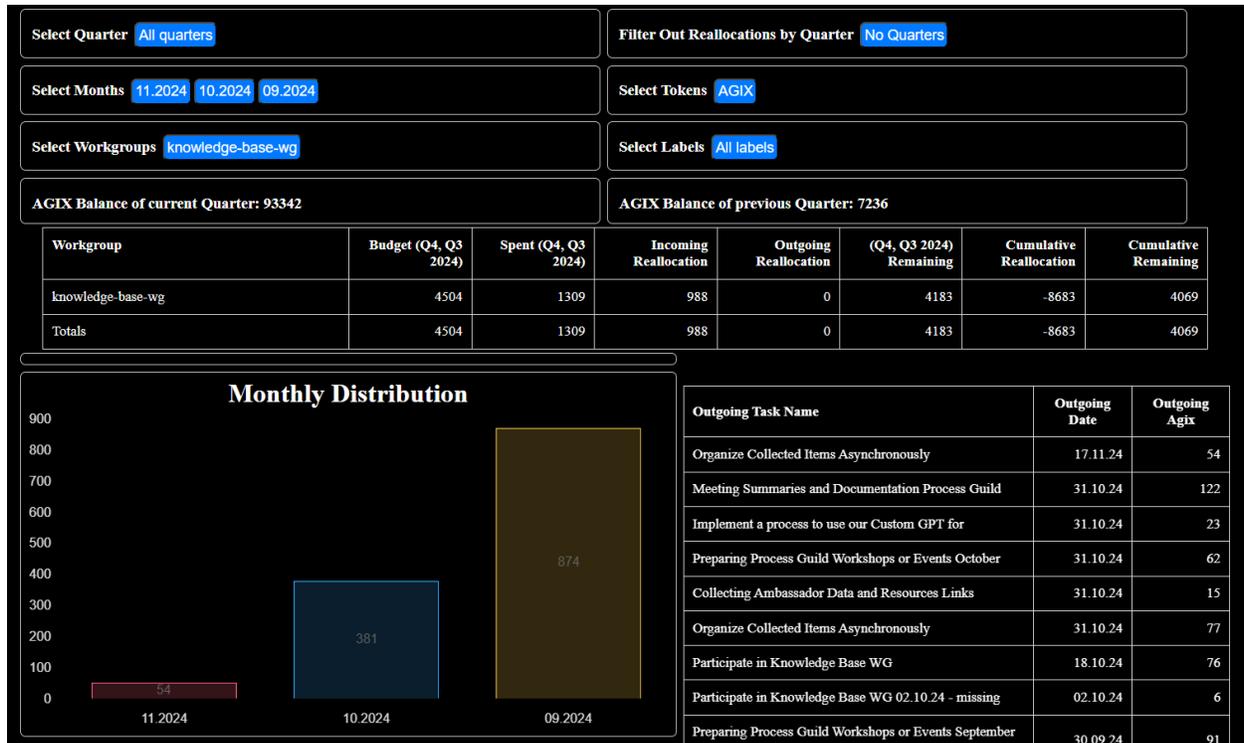
Quarterly Report - Q4 2024, 18th September to 25th November

Knowledge Base WG Q4 Proposal: [Knowledge Base WG Proposal Q4 2024](#)

Google Drive: [Knowledge Base WG](#)

Workgroup leads: Tevo and Effiom

Dashboard



Budget Insights

- Drafting Q4 Report would be paid from Process Guild as there was no allocation for it on the Knowledge Base Q4 budget
- The allocated facilitation budget was used to reward the new participation model as it was adopted this quarter

Sentiment

Value Additions:

- This group aims to enhance the SingularityNET Ambassador Program by centralising and organising information.
 - 4 Knowledge Base WG Sessions were held to provide a space to progress on organising information.
 - We have improved the process by creating a [detailed flowchart](#) for data movement between Assets created, GPT, and Gitbook
- We will curate relevant content, making it easily accessible and understandable for all members.
 - We used our trained [AI GPT](#) in ChatGPT for organising this quarter items
 - We updated the template to suit for operational activities and used it to organise assets [Knowledge Base Organising Structure](#)

Goals:

- Aggregating Ambassador Program assets and relevant information under GitBook.
 - This quarter, we did not add any additional material to GitBook
 - We created the [Knowledge Base GitBook](#) (Accessible with SingularityNET Ambassador Program Google Account)
 - This allows us to learn the GitHub structure needed for automating organising.

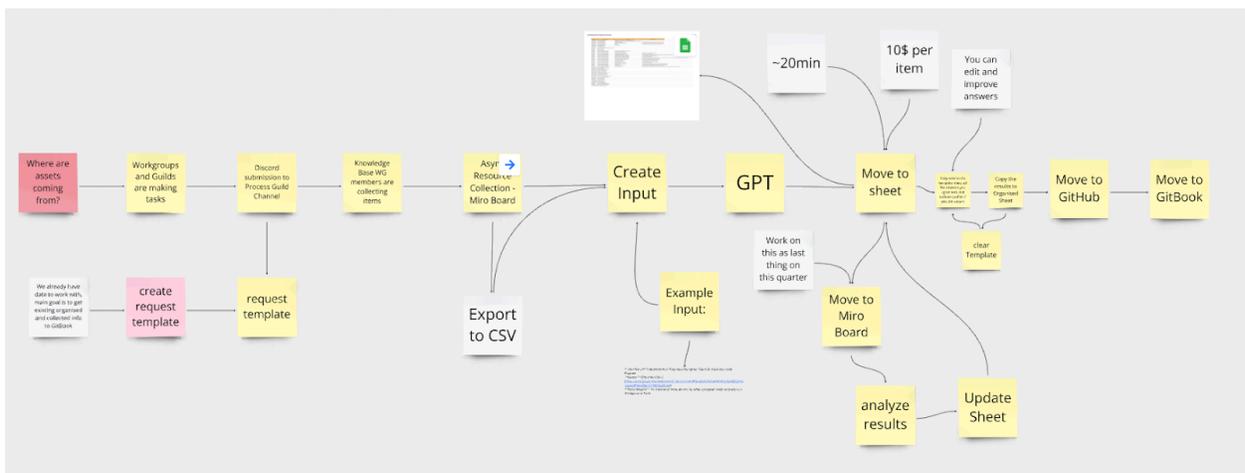
Overview of workgroup tasks performed

Deliverables: (Key assets include)

- Meeting notes - for transparency and continuous learning
 - Miro Board has yellow framed areas for each of the live sessions.
Quarter 4 first Miro Board Window:
<https://miro.com/app/board/uXjvN-9yivE=?moveToWidget=3458764606365354594&cot=10>
 - Tested and implemented task assignment decision-making process on Miro Board
- Create and update the list of key assets from each group in the Ambassador Program.
 - Updated Async resources Link collection [Miro Board Window](#)



- Analyse and Review items to see if they are suitable for sharing in GitBook
 - Added total 5 new items from
 - Video WG
 - Governance WG
 - Writers WG
 - Implement a process to use our Custom GPT for organising Assets
 - We implemented the LLM into the WG organising process
 - Created a detailed [Miro Board flowchart](#) for data movement between Assets created, GPT, and Gitbook



- Organise Items into the framework we have chosen to follow in Knowledge Base WG

- We continue to do it directly to Google Sheet
 - Assets organised this quarter mainly from Writers WG
- We created GitBook and GitHub accounts that match the Organising Framework.
 - GitBook link: (not yet public, drafts are being made on Google Doc)
 - GitHub link:
 - <https://github.com/singularitynetambassadors/SingularityNET-Ambassdor-Program-Knowledge-Base>
- Connected GitHub as a back-end repository for GitBook
 - GitHub we will use Gitbook to enter data
- Drafted Category and Sub Category Descriptions for GitBook
 - [Category Descriptions](#)
- Onboarding new members to WG
 - We usually check the [onboarding feedback form](#) every second session.
 - 2 new entries of feedback were submitted, and one was rewarded
 - [Knowledge Base WG Onboarding Feedback \(Responses\)](#)
- Reports and proposals
 - Knowledge Base WG section for Q4 Report
 - [Process Guild Quarterly Report - Q4 2024](#)
 - [Knowledge Base WG Proposal Q1 2025](#)

Notable decisions made by WG this quarter

- In our sessions, we would not update Dework tasks in the meeting, but have an overview of audited and reviewed tasks
- We realised we would need to create another GPT to improve quality of output but we focus on getting good enough results on GitBook for others to see instead and no longer work on improving GPT
- We agreed to get a license for our Gitbook account for the first 2 months to establish the structure because it's much easier to edit and manage GitBook compared to GitHub.

Community engagement

- Members now create their Dework tasks as the workgroup leaned towards more async work

Measures and Metrics

Objective:

1. Content deliverables
 - 8 Items organised for GitBook structure, measured with Dework tasks
 - 5 new items were added to as assets to be organised
2. Workgroup Performance
 - An average Quarterly participant amount in workshop sessions based on each month is 4
 - The quarterly unique Contributor amount is 4

WG Plans for Quarter 1 2025 include

- In the future, we will look into automating the GitBook updates
- We will attempt to handle multiple smaller action items in breakout rooms after we have the GitBook