

Design card: your app in five boxes

For the AI Agents workshop · fill this in before you build

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Fill in first, then build. One card per app, with a pen, at most three lines per box.

1. Who is it for Who uses the app, and in which situation? One person, not “everyone”. What does that person already know, what do they have no time for?	2. What goes in What does the user paste or choose? Text, a file, a choice from a short list? Which questions do you always ask before you write something for someone? Those are your input fields.
3. What comes out Describe the end product as if it already exists: how long, which headings, in which language, readable for whom. Write out one example by hand.	4. What it must stick to Which rules of your school or team apply? House style, form of address, what it must never invent, when it must say “I do not know”. Which document contains those rules? That is your knowledge base.

5. How you know it works

Three test cases, written down before you build: two ordinary ones and one where the app must refuse or ask further. Only when all three go well do you share the link.

Test	What goes in	What must come out
1		
2		
3 (the hard one)		

If...	Then you build a...	See guide
the steps are always the same and the user fills in a form	Workflow	1, 3 (School news), 5, 7
the user asks questions and the app has to search in a document	Agent with knowledge base	2, 3 (Parent letter, Reception)
it is a conversation with different kinds of questions, memory and sometimes a person	Chatflow	8
the app has to work out for itself what is needed, read files or search the web	Agent Console	4, 6

Before you click Create

- ☐ Box 1 names one person, not an audience
- ☐ Box 3 contains a written-out example
- ☐ The document in box 4 contains no personal data and may go to an external processor
- ☐ There is an owner, you know who gets the link, and you know what one run costs