

Design card: Transcription tool

For the AI Agents workshop · filled-in example for guide 5

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This is what the card looks like once filled in. Form: **Workflow with tool**, guide 5. Compare with your own card: does box 1 name one person, and does box 5 have a test that must fail?

1. Who is it for	2. What goes in
The minute-taker of a department meeting whose minutes are always two weeks late. Has a 45-minute mp3 and fifteen minutes of time.	One audio file (mp3, m4a or wav, at most 5 MB) through a file field. For the prototype only a fictional recording read out by a computer voice.
3. What comes out	4. What it must stick to
Minutes with five headings (Meeting, Summary, Decisions, Action points with owner and date, Deferred) and below them the full transcript. Uncertain names with a question mark.	No real recordings in Dify cloud (privacy frame); delete audio after transcription; someone reads the minutes. Tool: Speech To Text with your own OpenAI key.

5. How you know it works

Test	What goes in	What must come out
1	The fictional three-minute recording	Minutes with five headings, three action points with an owner
2	The same recording at 128 kbps (too big)	An error about the file size; shrink to 32 kbps
3 (the hard one)	A photo instead of audio	The input field refuses the file; only Audio is enabled

What this card decided

- Boxes 1 and 2 decided the input fields and the first question of the app.
- Box 4 decided the form (Workflow with tool) and what had to go into the knowledge base or the files.
- Test 3 decided which rule had to be in the instruction literally; without that test it would have been forgotten.