

Design card: School news with checks

For the AI Agents workshop · filled-in example for guide 7

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This is what the card looks like once filled in. Form: **Workflow with checker and gatekeeper**, guide 7.

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 communications officer who has to write every message three times (website, parent app, social) and has no time to check every version against the style guide.	Three fields: the core message (who, what, where, when), the class or year group, and the tone (informative, celebratory, urgent).
3. What comes out	4. What it must stick to
If approved: three versions ready to post. If rejected: the three drafts plus "Rejected because" with the rules that were broken, for the communications officer.	The style guide from the knowledge base; the Checker (second LLM) rewrites the parent app version; the Gatekeeper (Code + IF/ELSE) measures word count, forbidden words, [FILL IN] and the hashtag. What does not pass the gate does not go out.

5. How you know it works

Test	What goes in	What must come out
1	A complete message about sports day, celebratory	Approved, three versions within the word limits, with #ExampleCollege
2	A message without a date	Rejected: contains [FILL IN]
3 (the hard one)	A message with "kindly" and "asap"	Rejected with the two forbidden words named

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 checker and gatekeeper) 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.