

AI SESSION · 8 TO 10 PM

Your AI Intern

From asking to delegating: practical AI for professionals

Learn

Communicate

Build

Automate

IUT Alumni · Saturday 19 September 2026 · with Adib

You leave with Your AI Intern Kit: every prompt from tonight



WHAT YOU TOLD ME

Your frustrations are real

6

of you
answered the
Survey

All use AI weekly
or daily



The answers are too
generic



It ignores the compliance
rules, so I re-prompt



The free limit runs out



I don't know when to
trust it

THE BORING JOBS YOU NAMED

Proposals

Reports

Excel

Documents

BEFORE THE DEMOS · 10 MINUTES

How AI works

Eight ideas, in plain words

1 · It predicts

2 · It bluffs

3 · The tools

4 · Tokens and limits

5 · Prompt and context

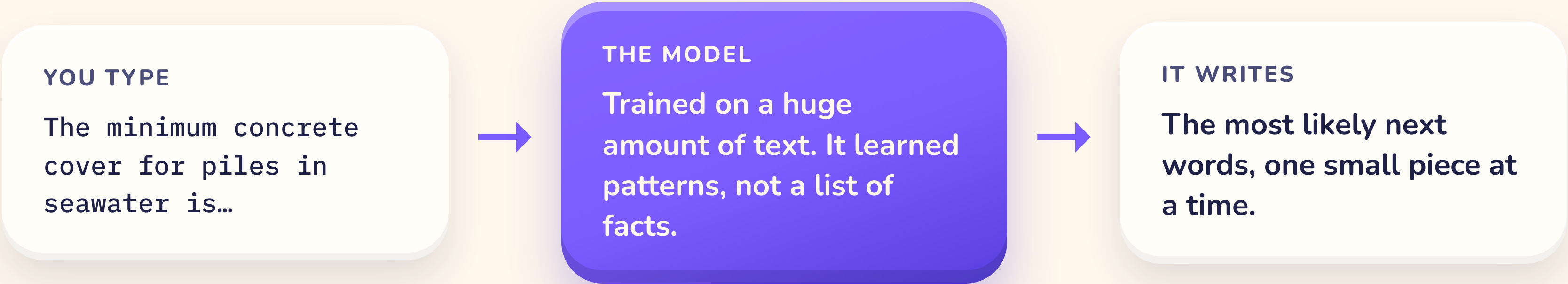
6 · Skills

7 · Connectors and MCP

8 · Agents and Standing jobs



AI predicts the next words



- Not a database
- Not a search engine, unless it searches
- Great at language, patterns and first drafts

It always answers, even when it doesn't know

A TYPICAL BLUFF

"Section 8.4.3.2 requires a minimum clear cover of ...
mm for precast piles in seawater."

Confident

Well formatted

Invented

The name for it is a hallucination: the intern bluffing instead of saying "I don't know".

THE FIX

Give it the source document.

Ask for citations, and click one.

Ask: "What are you least sure
about?"

Check two numbers by hand.

One idea, many assistants

ChatGPT

OpenAI · used by 6 of you

Gemini

Google · used by 5 of you

Claude

Anthropic · used by 4 of you

Meta AI

Meta, inside WhatsApp · used by 2 of you

Copilot

Microsoft · used by 1 of you

Grok

xAI · you'll see it in D9

All have a free tier and paid plans

Fast models answer at once; thinking models take longer and reason step by step

Tokens, context and limits



Tokens

It reads and writes in tokens:
small pieces of words.



Context window

Its working memory for this
chat: your messages, your files
and its replies.



Limits

Free plans ration tokens. Many
refresh every 5 hours; long
chats run out faster.

New task, new chat

One complete message, not five follow-ups

Prompt and context

The prompt is the ask

What you want done, in one complete message.

The context is the brief

Your files, examples and rules. Generic in, generic out.

FIVE PARTS OF A GOOD PROMPT

Role

Task

Context

Format

Rules

You are a proposal engineer. Write the compliance matrix for the attached RFQ. Use a table. Write [TO CONFIRM] for anything missing.

Skills: an SOP it loads when needed

Built in

Anthropic's own. They make Claude's Word, Excel, PowerPoint and PDF files.

- docx
- xlsx
- pptx
- pdf

Your own

Write the SOP once. Gems and Projects are the simple version.

- Gems
- Projects
- cv-ats-checker

Community

Popular free skills that change how the AI works with you.

- grill-me
- brainstorming
- devils-advocate
- last30days



Skills can run code. Install only from sources you trust, and read the SKILL.md first.

Connectors and MCP: a key to your apps

A Connector lets the AI read from, or act in, an app you already use.

MCP is the universal plug that Connectors use.

 Gmail

 Google Drive

 Calendar

 Granola notes

 Zapier: 9,000+ apps

 Notion

Reading and drafting are OK. Sending, paying and submitting are human.

Your own Connectors



SurveyCTO

A Connector that builds forms and dashboards from instructions.



SolidWorks

A Connector for product design.



Zapier

Links apps without code: a mail arrives, something happens in another app.

Every Connector you add costs context, used or not.

Granola, Notion and a Standing job



Granola

Meeting notes from your own laptop. No bot joins the call.



Notion

Notes and databases: a knowledge base the AI can read and update.



A Standing job

Every Monday, saved posts are tagged and filed in Notion.

Granola and Bangla: test it on a short meeting first.

An agent is three things



A model

The brain. It predicts, plans and writes.



A harness

The tools it can use: search, read a page, edit a file, run a command.



Memory

What it keeps between steps, so it can carry on.

Deep Research is an agent: it picks its own tools, step by step.

Set up a coding agent and Matt's skills

- 1 Install one coding agent: Claude Code, Cursor, Codex, Antigravity or OpenCode.
- 2 Run the install command. Pick `setup-matt-pocock-skills` too.
- 3 Make a folder for the work, open it, and run the two commands.

TERMINAL, THEN YOUR CODING AGENT

```
npx skills@latest add mattpocock/skills  
  
/setup-matt-pocock-skills  
  
/ask-matt
```

Setup asks where to keep issues: choose local markdown files.

Which skill for which job



ask-matt: not sure where to start? It picks the skill.



grill-me: interviews you until every decision is made.



wayfinder: a big, foggy job, turned into a map of decisions.



research: facts from trusted sources, saved with citations.



teach: a topic in small lessons that adapt to you.



handoff: a long chat summed up for a fresh session.

SAY IT

Skills can run code.

Install only from sources you trust,
and read the SKILL.md first.

Save every version with git



The problem

An agent sometimes changes things you didn't want. `final_final_v2` won't save you.



The fix

git saves each version, so you can go back two hours. Ask the agent to commit after each step.

You don't need to learn git. Ask the agent to set it up.

Buy 500 panels for schools

- 1 New folder, set up, then /ask-matt with the problem in plain words.
- 2 ask-matt sends it to wayfinder: the route isn't clear yet.
- 3 Answer its rounds of questions. Say so when you don't know.

ROUGHLY, FROM THE RECORDING · /ASK-MATT

I'd like to buy 500 interactive flat panels for Bangladeshi schools. Find where to source them, who the suppliers are, compare them on reputation, portfolio and price, and if they are not available in Bangladesh, how to import them.

Plan strong, carry out cheap



Planning and decisions

Use the strongest model you have. It finds angles you didn't think of.



Carrying out a settled plan

A cheaper, faster model is fine, and saves your limits.

Expect many questions. That is where the generic answer becomes yours.

Buy 500 panels for schools



Asked first: success, scope, upkeep, the school list, the budget ceiling.



Wrote a context file of decisions, and one ticket per open question.



Then started the research, one ticket at a time.

SAY IT

The questions are where a generic answer becomes yours.

In Cursor, don't press Build. Ask the skill what's next.

Analyse data with AI



Trust it more

Deterministic work: one input, one right output.
Formulas and code.



Check it yourself

Probabilistic work: method and judgement. It
sounds convincing either way.

Give it small tasks with clear limits. Ask which method it used, and why.

Plan for change before you build



Coding

Generate a page once. Fine for something that never changes.



Engineering

Decide first what will change, and who changes it. Use a framework, and a hosted database such as Supabase.

Deciding the structure first is the engineering.

Check your CV against a job post

- 1 An empty folder: your CV and the job post. Nothing else.
- 2 Ask your coding agent. find-skills can fetch a CV-checking skill.
- 3 Add only what's true. Then ask for a PDF.

PROMPT · YOUR CODING AGENT

Here's my CV and a job I want to apply for.
Check my CV against it.

Remove your NID, phone number and address first.

Why the ATS matters



It matches words

Most applications pass an applicant tracking system first. A CV in different words from the post can be rejected unread.



Don't

Hide instructions for AI screeners. Trust a match score as the employer's. Upload your NID, phone or address.

Screening many CVs yourself? Hiring tools already have an ATS built in.

One small task, then the next



Pick one

One small task from your normal work: a weekly report, or your CV.



Read it

Do only that with AI. Read what comes back yourself.



Add the next

Once it works, add the next step.

Don't change everything at once.

WHEN YOU HIT A FREE LIMIT

The intern's shift is over. You have four.

Gemini

Refreshes every 5 hours, with a weekly cap. Switch to ChatGPT or Claude.

Claude

A session limit that resets every 5 hours. Switch, or start a fresh chat later.

ChatGPT

Chat keeps going; uploads have smaller limits. Paste the text instead of the file.

Gemini Notebook

Refreshes every 5 hours, with a weekly cap. Tap "Generate later" for audio.

New task, new chat

One complete message, not five follow-ups

Keep your rules in a Gem or Project

Google Flow: a logo in rounds



Inspiration

Find examples the owner likes.



Options

Generate several. Let the owner pick.



Clean up

Fix the details it made up.

Free videos carry a visible watermark. Google adds an invisible one too.

BEFORE YOU PASTE ANYTHING

On a free account, assume what you type can be kept

Never paste

Passwords

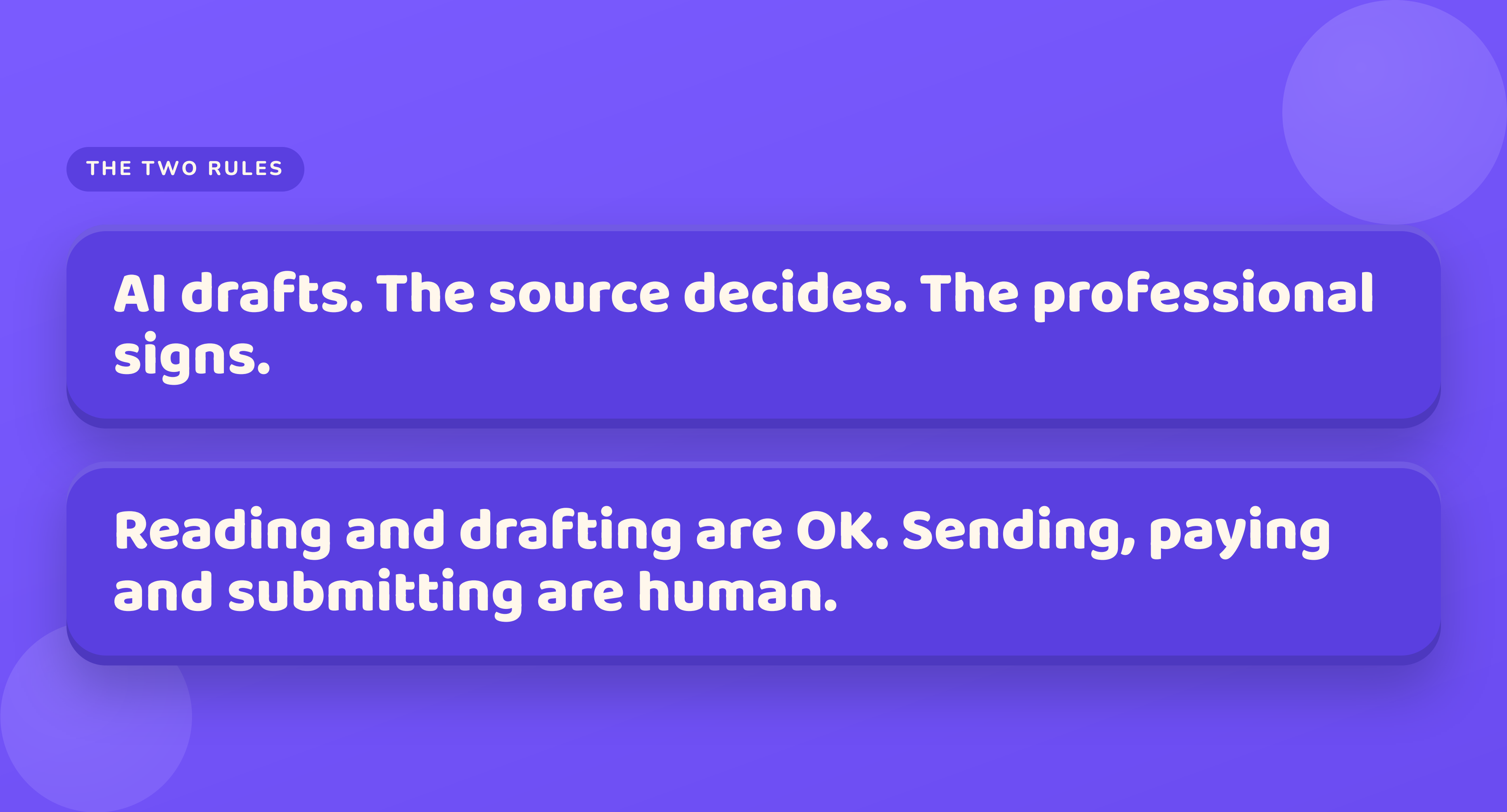
Client drawings

Tender rates

Anyone's personal details

For anything sensitive, use a temporary or incognito chat.





THE TWO RULES

AI drafts. The source decides. The professional signs.

Reading and drafting are OK. Sending, paying and submitting are human.

Seven things to keep

1

AI predicts, and always answers. Check it against the source, not the same AI.

2

New task, new chat.

3

A good prompt: role, task, context, format, rules.

4

A skill is a saved SOP. Every Connector costs context.

5

An agent is a model, a harness of tools, and memory.

6

Plan with a strong model, carry out with a cheaper one, and keep versions.

7

Give AI small tasks with clear limits.

THE TWO RULES

AI drafts. The source decides. The professional signs.

Reading and drafting are OK.
Sending, paying and submitting are human.

Next time, you teach



In about a month

Starting earlier than 8 pm.



Like a journal club

Members take turns to teach.



Topics so far

SolidWorks, system design, a business idea, research papers.

Which one would you teach? Say so in the WhatsApp group.

Everything from the Session

Video

youtu.be/YawHD9iBqA0

Notes

[Session 1: notes and links](#)

Skills

github.com/mattpocock/skills

Install

`npx skills@latest add mattpocock/skills`

Agents

[Claude Code](#) · [Cursor](#) · [Codex](#) · [Antigravity](#) · [OpenCode](#)

Tools

granola.ai · notion.com · zapier.com ·
labs.google/flow

START HERE

**Make a folder,
open it in your
coding agent,
then run:**

`/setup-matt-pocock-skills,
then /ask-matt`

The audio-only stretch

39:55

Agents: a model, a harness and memory

44:47

Install a coding agent and Matt's skills

58:51

Which skill for which job

1:18:59

Worked example: 500 panels, with wayfinder

1:24:11

What wayfinder did with the panel purchase

1:39:02

Analysing data with AI

2:13:23

Checking a CV against a job post

LISTEN ALONG

**Audio only from
39:48.**

The slides before this one show what the screen would have shown. The notes doc has every chapter.

PLANNED, NOT RUN

The Demos

What we planned but didn't get to

Nine Demos in four Life areas

Prompts, checks and fallbacks

Your first Gem



D1–D9

Try them yourself

THE INTERN LADDER

AI is a brilliant fresh graduate intern on day one

1 Ask

Ask a question. Where you are today

2 Brief

Hand over the drawings and the spec

3 SOP

A checklist they follow every time

4 Access

A key to your notes, Sheet and inbox

5 Team

Work that runs while you talk, or sleep

TONIGHT'S COURSES

Nine Demos in four Life areas

Opener: D1 Deep Research, revealed at 9:41

8:23 · COURSE 1

Learn

D2 · The staged mistake

D3 · Gemini Notebook

1 Ask2 Brief

8:33 · COURSE 2

Communicate

D4 · The proposal Gem

D5 · The CV checker

3 SOP

8:52 · COURSE 3

Build

D6 · The cited slide deck

2 Brief

9:08 · COURSE 4

Automate

D7 · The PR tracker

D8 · Connectors

D9 · A Standing job

3 SOP4 Access5 Team

Deep Research: a research team while you talk

Hire a research team at 8:00. Read their cited report at 9:41.

Skill to try · research (Matt Pocock's skills)



TOOL

Gemini Deep Research

PRICE

On Gemini's free plan too,
with limits

SAVES

5–10 minutes of work while
we talk

Deep Research: a research team while you talk

- 1 Open Gemini and choose Deep Research.
- 2 Paste the prompt and approve the research plan.
- 3 Leave it running. We'll come back at 9:41.

PROMPT · GEMINI DEEP RESEARCH

Rooftop solar with net metering for a six-storey residential building in Dhaka in 2026. Cover the current net metering guideline and who approves it (SREDA, DESCO or DPDC), the approval steps, a typical system size for the roof of a 5-katha plot, cost in BDT, payback period, and three practical risks. **Prefer Bangladeshi government sources, cite everything, and separate verified facts from assumptions.**

Deep Research: a research team while you talk



A cited, multi-page report, written while we talked.



The same report as a Bangla audio overview: play 30 seconds.



Click one citation and find the number on the source page.

SAY IT

**AI drafts. The
source decides. The
professional signs.**

A research team, hired at 8:00,
checked at 9:41.

Agents and Standing jobs



An agent

Works through many steps on its own, using tools, while you watch or talk.

Tonight: D1 Deep Research



A Standing job

Runs on a schedule without being asked. Like a standing instruction at your bank.

Tonight: D9 the job digest

Both start read-only. You approve anything that sends.

COURSE 1 OF 4

Learn

Ask, then brief: answers you can check

D2 · The staged mistake

D3 · Gemini Notebook



1 Ask

2 Brief

The staged mistake

Catch the intern bluffing: a confident answer about a building-code clause that doesn't exist.

Skill to try · devils-advocate (notmanas)



TOOL

ChatGPT, fast model, web search off

PRICE

Free

SAVES

A wrong clause in a real report

LEARN

1 Ask

2 Brief

3 SOP

4 Access

5 Team

Demo 2 of 9

The staged mistake

- 1 Open ChatGPT: fast model, web search off.
- 2 Paste the prompt and read the answer aloud.
- 3 Open the BNBC PDF and search for the clause number.

PROMPT · CHATGPT

Without searching the web: in BNBC 2020 Part 6, what is the minimum clear concrete cover for precast piles exposed to seawater under **Section 8.4.3.2?** Quote the clause.

The staged mistake



Search the PDF for "8.4.3.2": **zero results.**



It still answered with a number and a quoted clause.



Next, D3 asks the same question of the real PDF.

SAY IT

**Confident, well
formatted, and
invented.**

The intern bluffing instead of
saying "I don't know".

Gemini Notebook: brief the intern

Answers from your own PDF, with the page they came from, and a Bangla podcast of it.

Skill to try · pdf (Anthropic)



TOOL

Gemini Notebook
(notebooklm.google)

PRICE

Free

SAVES

An evening of reading

LEARN

1 Ask

2 Brief

3 SOP

4 Access

5 Team

Demo 3 of 9

Gemini Notebook: brief the intern

- 1 Open the notebook with one Part of BNBC 2020.
- 2 Ask the D2 question again, with the rule.
- 3 Click the citation. Open the mind map. Play 45 seconds of the Bangla audio.

PROMPT · GEMINI NOTEBOOK

What minimum concrete cover does this code require for piles exposed to seawater? **Answer only from my sources**, quote the section and page, and **say so if it isn't there**.

Gemini Notebook: brief the intern



It answers from the PDF with a clickable citation, or says it isn't there.



The mind map shows the Part at a glance.



The Audio Overview: two hosts discussing it, in Bangla.

SAY IT

**Two hosts
discussing the
building code in
Bangla, made from
your own PDF.**

Limits refresh every 5 hours. Out of audio? Tap Generate later.

COURSE 2 OF 4

Communicate

Give the intern an SOP

D4 · The proposal Gem

D5 · Career: the CV checker skill



3 SOP

The proposal Gem

Write the SOP once. Every proposal follows your clause-by-clause compliance matrix.

Skill to try · grill-me (Matt Pocock's skills)



TOOL

A Gemini Gem

PRICE

Free

SAVES

Re-prompting for compliance, every time

The proposal Gem

- 1 Ask plain chat first. Expect generic text and invented numbers.
- 2 Open the proposal Gem and attach rfq-substation.md.
- 3 Same one-line request. Compare.

BEFORE · PLAIN CHAT

Write a technical proposal for a 500 kVA substation.

AFTER · THE GEM + THE RFQ

Here's the RFQ. Prepare our technical proposal.

The proposal Gem



It lists all 16 clauses and asks its questions before writing.



Gaps say [TO CONFIRM], not invented numbers.



It ends with a clause count.

SAY IT

Same one-line request. The difference is the SOP you wrote once.

This fixes "too generic" and "re-prompting for compliance".

MEET THE PERSONA

Rafid Hasan, made up for tonight

PERSONA CARD

EEE engineer, Dhaka

8 years in power distribution: 33/11 kV substations, protection, commissioning

B.Sc. in EEE, IUT, 2017

Open to remote roles

HE APPEARS TWICE



D5 · His CV against a real bdjobs posting



D9 · His daily job digest

Not a real person, and not a real CV.

Career: the CV checker skill

Check a CV against a real bdjobs posting: what an ATS can read, what's missing, and honest fixes.

Skill to try • cv-ats-checker (ours)



TOOL

Our Claude skill, or the CV Checker Gem

PRICE

Free on Claude or Gemini

SAVES

About an hour per application

Career: the CV checker skill

- 1 Attach the made-up CV and the saved bdjobs posting.
- 2 Paste the prompt. The skill does the rest.
- 3 Read the five parts, then the last line.

PROMPT · CLAUDE SKILL

Here's my CV and a job I want to apply for on bdjobs. Check my CV against it.

Career: the CV checker skill



SLD: the CV says "single-line diagrams". Synonym.



AutoCAD: required, never in the CV. Missing, and not invented.



"8+ years", but the dates add up to about 7½, with an 8-month gap.



Contact details hidden in the page header; skills in a table.



A "My Journey" heading and mixed date formats.



"Responsible for..." bullets fixed with [ADD IF TRUE], not made-up numbers.

SAY IT

No AI score is the employer's score.

This CV is made up. For yours, remove your NID, phone number and address first.

Career: the CV checker skill

- 1 Switch to Claude voice mode in the same chat.
- 2 Answer one question out loud.
- 3 Listen for the one line of feedback.

SAY IT · CLAUDE VOICE MODE

Now interview me for this job. You're the hiring manager. Ask **one question at a time**, starting with my weakest area from the check. After each answer, give me **one line of feedback**.

COURSE 3 OF 4

Build

From your own PDF to a deck

D6 · The cited slide deck



2 Brief

The cited slide deck

From your own PDF to a deck you can present on Sunday, with the source on every slide.

Skill to try · pptx (Anthropic)



TOOL

Gemini Notebook, then Studio
→ Slide Deck

PRICE

Free, with daily limits

SAVES

An evening of slide-making

The cited slide deck

- 1 Open the D3 notebook, then Studio → Slide Deck.
- 2 Paste the prompt and start it.
- 3 While it runs, open the deck made in rehearsal.

PROMPT • SLIDE DECK

Make 8 presenter slides for a 10-minute briefing to site engineers on the requirements in this code they most often get wrong on site. Slide 1: the one-sentence takeaway. **Put the section number next to every requirement.** Last slide: **three checks to do on site this week.**

The cited slide deck



Pick one section number on a slide and find it in the PDF.



Slide 1 is one sentence; the last slide has three checks.



Export it and present it as it is.

SAY IT

**From your own PDF
to a deck, with the
source on every
slide.**

Check one section number before
you present it.

10 MINUTES

Break

10:00

Back at 9:08

Tea, snacks, questions



Meanwhile, the D1 report becomes a Bangla audio overview.

COURSE 4 OF 4

Automate

Repeat work, access, and a standing job

D7 · The messy PR list becomes a tracker

D8 · Connectors: giving the intern a key

D9 · A Standing job: the daily job digest



3 SOP

4 Access

5 Team

The messy PR list becomes a tracker

32 messy rows in. A real Excel tracker with working formulas out.

Skill to try · xlsx (Anthropic)



TOOL

Claude, with code execution on

PRICE

Free on Claude

SAVES

About an hour on every messy sheet

The messy PR list becomes a tracker

- 1 Upload pending-PRs-messy.xlsx to Claude.
- 2 Paste the prompt.
- 3 Open the file it returns. Keep this chat open for D8.

PROMPT · CLAUDE

This is our pending purchase requisition list. Clean it into a tracker in a new Excel file: one row per PR with a standard PR number, real dates, one name per supplier, quantities and rates as numbers in Tk, **amount as a formula**, and status as one of Pending / Approved / Awaiting PO / PO issued / On hold. Remove the stray TOTAL row. **Flag duplicates**, anything whose need-by date is before 19 September 2026 and not yet PO issued, and **any PR over Tk 1 lakh**. Add a summary sheet with totals by supplier and by status, **using formulas**. Tell me what you changed.

The messy PR list becomes a tracker



29 distinct PRs. PR-0412 is a duplicate; for PR-0424 (1 or 2?), it should ask.



About Tk 21.8 lakh in total. Top supplier: Bengal Electric, about Tk 9.3 lakh.



Over 1 lakh: PR-2026-0414 (XLPE cable) and PR-2026-0421 (rebar).



14 PRs are past their need-by date and not yet PO issued.

SAY IT

Click a total: it's a formula, not a typed number.

Check two rows by hand before you trust the rest.

Connectors: giving the intern a key

One sentence in Claude: two rows in your Google Sheet and a draft to the GM, not sent.

Skill to try • internal-comms (Anthropic)



TOOL

Claude with Granola and Zapier

PRICE

Granola Basic and Zapier's free plan; Claude Free allows one custom connector

SAVES

The copy-paste between four apps

Connectors: giving the intern a key

- 1 Granola recorded an English meeting this afternoon.
- 2 Ask Claude through the Granola connector.
- 3 Granola has no Bengali. For Bangla, use voice typing, then Gemini.

PROMPT · CLAUDE + GRANOLA

What did I promise this week? Check my Granola meeting notes and list each promise, who I made it to, and the deadline.

Connectors: giving the intern a key

- 1 Back in the D7 chat, with the tracker in it.
- 2 Paste the prompt. Approve each Zapier action out loud.
- 3 Open the Sheet, then Gmail's Drafts.

PROMPT · CLAUDE + ZAPIER

Using Zapier, add the two PRs over Tk 1 lakh from this tracker to my Google Sheet "Approvals", **one row each**, with the PR number, item, amount in Tk, supplier and status. Then draft an email to the GM asking for approval of both, with the amounts. **Save it as a draft. Don't send it.**

Connectors: giving the intern a key



Row 1: PR-2026-0414, XLPE Cu cable 300 m, Tk 5,55,000, Bengal Electric, Awaiting PO.



Row 2: PR-2026-0421, rebar 4.5 ton, Tk 4,32,000, BSRM dealer (Tongi), Awaiting PO.



A Gmail draft to the GM, not sent. Claude asked before each action.

SAY IT

Reading and drafting are OK. Sending, paying and submitting are human.

A hidden instruction in an email can steer it. That's why this one can only draft.

A Standing job: the daily job digest

Up to five fresh job links every morning at 8, without asking.

Skill to try · last30days (mvanhorn)



TOOL

A ChatGPT scheduled task or a Grok automation

PRICE

Free, or Grok Bot on a paid SuperGrok plan

SAVES

About 2 hours a week

A Standing job: the daily job digest

- 1 The persona: Rafid, EEE, Dhaka, 8 years, power distribution. Made up.
- 2 Set it once as a scheduled task. It runs every morning.
- 3 Show this morning's run.

PROMPT · STANDING JOB (FREE)

Every day at 8 am Dhaka time: find up to 5 job postings from the last 24 hours for an EEE engineer in Dhaka with 8 years in power distribution (33/11 kV substations, distribution lines, protection), open to remote roles. Search bdjobs.com, LinkedIn Jobs and remote job boards. For each: job title, employer, location or remote, application deadline, one line on why it fits, and **the direct link. Only list postings whose link you opened and that are still open.** If fewer than 5 match, say so; **don't pad the list.**

Grok Bot version: the same brief, plus "Draft a two-line cover note for the best match. Don't apply or send anything."

A Standing job: the daily job digest



Click one link live: is the job real and still open?



At most five, and it says so if fewer match.



It ran at 8 this morning without being asked.

SAY IT

A standing job: like a standing instruction at your bank, but for work.

AI digests invent links and list expired jobs. Click through before you apply.

9:37 · 4 MINUTES

Questions

Tools, prices, what to try first, or where it went wrong for you.



HANDS-ON · 8 MINUTES

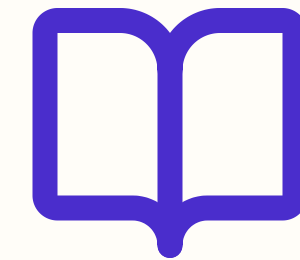
Make your first Gem

- 1 Open the Kit PDF in the WhatsApp group.
- 2 Open gemini.google.com in your phone's browser.
- 3 Menu, then Gems, then New Gem.
- 4 Paste a starter, fill the brackets, save.

Stuck? Ask your neighbour. I'll walk round too.

Starter 1 · CV checker

Starter 2 · Weekly report writer



PDF

Your AI Intern Kit

In the WhatsApp group

+ `cv-ats-checker.zip`

SESSION 1 · 19 SEPTEMBER 2026

Thank you

See you at the next session. — Adib

