OCAI GO: Session 2 working plan

Demo working plan, prepared 2026-10-01; source descriptions updated 2026-10-02. Latest instructor direction is recorded here for the demonstration; it has not yet been incorporated into the earlier storyboard.

Session purpose

Show two overlapping ways of using a reusable workspace. A Project supports a continuing body of work. A Notebook helps someone understand a supplied collection of material. Both can support both uses; features vary by product and account.

Agreed order and participant work

The session lasts 55 minutes. The instructor gives a quick Project demonstration and participants build a Project workspace. The instructor then gives a quick Microsoft 365 Copilot Notebook demonstration and participants build a Notebook workspace.

Participants therefore attempt two small builds. The four examples below are choices and illustrations, not four required participant workspaces. Each build needs a small source set, one useful test question, a check against the original material, and a note about later use.

Four examples

Part	Audience	Source collection and purpose
Projects	Instructor	Expanded OCAI GO planning documents and the complete Session 1 lesson, used for managing an ongoing workshop series.
Projects	Non-instructor	Comprehensive GenAI CoP purpose, planning notes, meeting records, and session materials, used for preparing continuing community work.
Copilot Notebooks	Instructor	The complete Learning and Memory section of Discover Psychology 2.0, used for explaining course content and practising understanding.
Copilot Notebooks	Non-instructor	Complete public OC College Relations, event-planning, and brand pages, with supporting guides, used for newcomer onboarding.

The Projects product has not been selected. The Notebook demonstration uses Microsoft 365 Copilot Notebooks. Public webpage import and source-citation behavior have not yet been rehearsed in the actual institutional account.

What needs checking

• The OCAI GO schedule includes tentative bookings. AI must preserve that status.

• The CoP draft principles are not adopted College policy. Ideas and meeting follow-ups are not completed actions.

• A study suggestion should point to a supporting reading and leave the learner doing the thinking.

• The OC planning guide and checklist give different lead times for setup and AV requests. AI should identify the disagreement rather than silently settle it.

Remaining preparation

Select the Projects product, review the local source-collections page, prepare a practical allocation of the 55 minutes, and then rehearse the sources and account paths. Keep the public pre-session page separate from complete lesson material held for review.

Sources

session-2-handoff.md; *04-storyboard/session-2-projects-and-notebooks.md*, revision 1, unapproved; David's subsequent instructions on 2026-10-01 and the source-expansion instructions on 2026-10-02. Those instructions select the two-build arrangement and the four source collections. The earlier storyboard's single-build arrangement is out of date.