

For your team

VIDEO 3 · AI SKILLS SERIES

Using AI for Projects and Team *Collaboration*

When team members use AI independently without a shared context, the outputs can be inconsistent and the review burden can multiply. Learn how to set up a shared AI workspace that gives your whole team a common foundation — so the time savings compound across everyone's work.

FORMAT*Team discussion***WATCH**

Video 3

SERIES

AI Script Discussion Guides

BEFORE YOU START

Meeting overview

OVERVIEW

When team members use AI independently without a shared context, the outputs can be inconsistent and the review burden can multiply. Learn how to set up a shared AI workspace that gives your whole team a common foundation — so the time savings compound across everyone's work.

GOAL OF THIS MEETING

Understand how team AI workspaces work, and identify one project where you could try using them.

Agenda

3 PARTS

01 Icebreaker

02 Discussion questions

03 AI skill tip

OPEN THE DISCUSSION

Warm *up*.

01 Icebreaker

Invite everyone in the group to share. Keep answers to one or two minutes per person.

Have you ever worked on a project where time was wasted because of a lack of shared context or alignment? What did that look like?

GO DEEPER

The *discussion.*

02 Questions for discussion

Move through the questions at the pace that suits your group. You don't need to cover every one — pick the prompts that resonate and let the conversation breathe.

- 01 Think about the projects you're currently working on, across your team or your organization. Which ones involve multiple people contributing to the same output, returning to the same context over time, or producing outputs that needs to stay consistent? Those are the projects where a shared AI workspace tends to add the most value. Which one comes to mind first?
- 02 Has anyone in this group has set up something like a shared AI workspace — or agreed on shared prompts with your teammates? What did you learn from doing this?
- 03 Think about a time a project produced inconsistent work — different voices, different quality, people solving the same problems separately. What caused it, and what would have helped?

TRY THIS

AI skill *tip.*

03 AI skill tip

AI Skill: Shared Project Starter Start small: one project, one shared Claude Project or ChatGPT space, one person to set it up. Load in: • Project name and one-sentence purpose • Target audience description • Tone notes (e.g., 'professional but warm, not corporate-speak') • Key source docs (brief, messaging guide, etc.) • What it should NOT produce without human review Run one project this way, then decide if it's worth expanding.