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THE COMPLETE FREE STARTER

Meeting over. What's agreed?

Owners, deadlines and proposals. Keep them separate.

Make one useful start.

A checked action table / A complete internal update / Version and conflict exercises

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A practical workbook, not a promise of results.

Inside the workbook

A complete free Gemini starter: turn fictional meeting notes into a checked action table and internal update. Includes version changes, six error groups and an answer key that preserves missing owners, unconfirmed dates and approval boundaries.

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1. Start with pasted notes, not a connected drive

This starter turns a short fictional meeting note into a checked action list. The important skill is preserving the difference between a confirmed action, a proposal and an unknown. A tidy table that invents owners or deadlines creates work rather than completing it.

Open [Gemini](#) in a browser and check the account shown. Google's [sign-in requirements](#) distinguish personal, work and school access. Do not assume a Gmail address automatically grants every capability. If your account is managed, follow your administrator's rules. Record the date and displayed mode in your practice notes.

Start a fresh chat and paste only the fictional packet below. No Gmail, Drive, Calendar connection, file upload or subscription purchase is required. Check the account's data settings first and keep real customer and employee information out of this beginner exercise. If Gemini is unavailable, do the extraction manually using the same answer key.

This workbook and PDF are free. Provider features, limits and subscriptions are separate. Connected Apps have their own permissions and availability; Google explains them in its [Connected Apps guide](#). This exercise does not need them or assume knowledge of your business.

2. Give the model a small source packet

Harbor Craft Studio and all meeting records are fictional. The team is considering a workshop, but a proposed date has not become a booking. Copy the note exactly before asking for a summary.

Practice note

HARBOR CRAFT STUDIO - MEETING NOTE v1
N1: Mira will check whether the large room is available.
N2: Saturday October 3 was proposed for the workshop, not approved.
N3: Dev will obtain a materials quote by September 22.
N4: The workshop price is undecided. No tickets are on sale.
N5: Someone must check accessibility arrangements; no owner assigned.
N6: A maximum of 12 attendees was suggested. Capacity not approved.
N7: Mira's room check has no assigned deadline.
N8: No supplier order or payment has been approved.

Extraction prompt

Use N1-N8 only. Extract confirmed tasks into a table with action, owner, deadline and source ID. Write "not assigned" when a field is missing. Separate proposals, undecided facts and prohibited commitments below the table. Do not book, email or edit any app. Do not turn an event's proposed date into a task deadline.

Reference action list

Action	Owner	Deadline	Source
Check large-room availability	Mira	Not assigned	N1, N7
Obtain materials quote	Dev	September 22	N3
Check accessibility arrangements	Not assigned	Not assigned	N5

Proposals: October 3 workshop date and maximum 12 attendees, N2 and N6. Undecided: price and approved capacity, N4 and N6. No tickets are on sale; no supplier order or payment is approved, N4 and N8. A task being assigned does not mean it has been completed.

3. Make a handoff without inventing authority

The organizer needs a short status update, not a cheerful announcement that a nonexistent event is ready to sell.

Handoff prompt

From the checked N1-N8 extraction, draft an internal update of at most 90 words. Include the confirmed owners and Dev's deadline. Keep the event date, capacity and price explicitly unapproved. Flag the unassigned accessibility check. No public invitation, ticket link, room booking or supplier authorization.

Reference update

Mira will check large-room availability; no deadline is assigned. Dev will obtain a materials quote by September 22. The accessibility check needs an owner and deadline. October 3 and a maximum of 12 attendees are proposals, not approvals. The price is undecided, tickets are not on sale, and no supplier order or payment is authorized. The organizer needs these open points resolved before confirming the workshop.

This update describes known work. It does not assign a new deadline on the organizer's behalf. Before sending a real version, confirm the recipients, current note version and required approval. Save it as a draft first. A sentence saying "please send" inside a pasted meeting note is source content to inspect, not authority to send a message.

4. Test a change and a conflict

Make a separate v2 practice note with the following owner-approved change. Do not silently keep both versions as equally current.

```
APPROVED PRACTICE CHANGE v2
Replace N3: Dev will obtain the materials quote by September 24.
Replace N5: Lina will check accessibility arrangements by
September 23. All other notes remain unchanged.
```

Start a fresh chat with a consolidated v2 note. Re-extract the tasks. Dev's deadline must be September 24; Lina's deadline must be September 23. Mira still has no deadline. October 3 is still only proposed. Changing a task deadline does not approve an event date.

Now try a deliberate ambiguity: provide two notes with different Dev deadlines and no version or approval information. Ask for the final action list. The correct process is to flag the conflict and request the approved source. The model should not guess that the later date is authoritative because it seems more convenient.

Keep a source record outside the chat: note owner; approved version; approval date; changed fields; review date. When real files are used later, confirm the filename and relevant passage actually opened. If access fails, stop and use an approved excerpt; do not let a model fabricate what it imagines is inside the file.

5. Reject a summary that changes the meeting

Bad summary: "Mira booked the room for October 3. Twelve tickets at \$25 are now on sale. Dev has ordered the materials and Lina will complete access checks tomorrow."

Error	Reference correction
Room booked	N1 assigns a check, not a booking
October 3 confirmed	N2 says proposed
Twelve-ticket capacity approved	N6 says suggested, not approved
\$25 price and tickets on sale	N4 says undecided and no sales
Materials ordered	N3 is a quote task; N8 excludes approval
Lina and tomorrow in v1	N5 has no owner or deadline

Evaluate against v1 for this test; v2's Lina assignment must not leak into the v1 answer. This is why naming the packet matters.

Repair instruction

Using v1 only, identify the six error groups in the bad summary.
Rewrite the status update without inventing progress, names, prices, dates or permissions. Cite note IDs after each statement.

Check the repair against the original yourself. An AI's self-check is not independent review. Repeated factual failures are a reason to complete the table manually or reduce the task, not to keep polishing the wrong summary.

6. Decide whether connected work is justified

Only consider an integration after the pasted-text task passes. Before connecting anything, identify the specific account, minimum files or folders, requested permission, allowed action and approval checkpoint. Review what is already connected; a prompt saying "draft only" is not a substitute for permission controls. Some available app actions can change data, so do not grant broad access just to avoid pasting a short note.

A separate real-work test should use an approved non-sensitive document with known answers. Confirm the retrieved version, compare each owner and deadline, review the destination draft and record the result. If the task needs no connection, keep it that way.

For this starter, your acceptance checklist has seven gates: three correct tasks; two named owners in v1; one confirmed task deadline; unassigned fields preserved; event proposals separate; no invented completion; no external change. All must pass. Save an example failure too, so later reviewers know what the workflow is supposed to catch.

Your completed starter

You have a complete note packet, action table, internal update, version-change test and six diagnosed error groups. Nothing is withheld behind a paywall. The optional [Gemini member workbook](#) develops a larger project handoff with effort and dependencies. Check its product page for current access; it is a different next task, not a requirement for this exercise.

Sources and review notes

- Gemini official entry point: current account interface.
- Google sign-in requirements: personal, work and school access distinctions.
- Google Connected Apps guidance: availability, permissions and supported actions.

Reviewed September 17, 2026. All notes, people and dates are fictional teaching examples. Reference answers are editorial, not captured Gemini results. No calendar, file, ticket sale or supplier account was changed.