

Every Assistant needs a Team of AI Assistants



By Melody Tomlinson



Mind Shifts

Tools

Teammates

Assistant

Amplifier

Manual

Magical

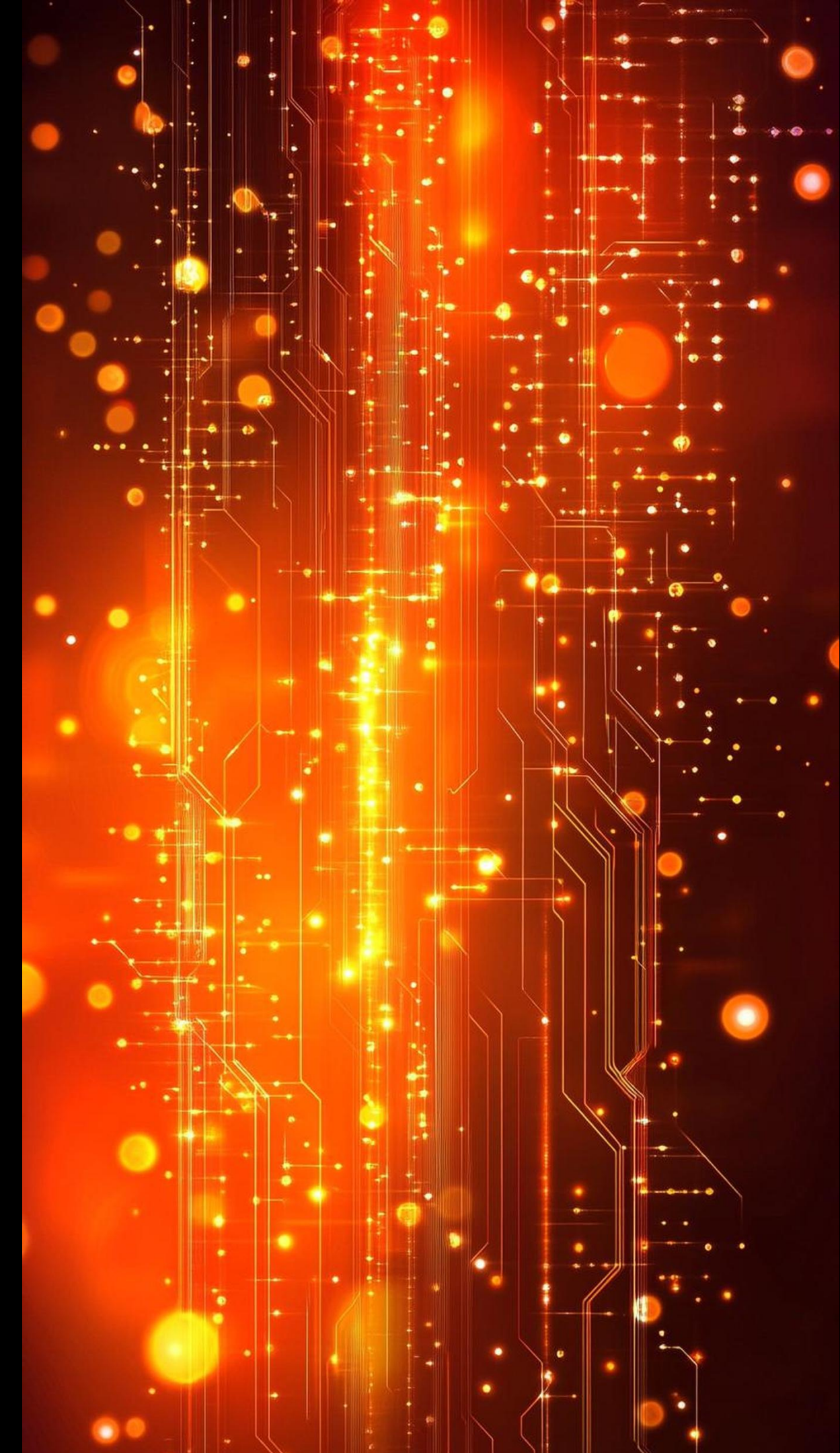
Disclaimer

The content outlines guidelines for responsible use of AI tools, emphasizing that demonstrations are for learning purposes and not legal advice.

Important Considerations

- Follow institutional rules and AI guidelines.
- Protect personal information and comply with POPIA.
- Maintain human oversight: fact-check and review AI outputs.
- Use approved platforms and respect data security protocols.
- Avoid uploading confidential or copyrighted materials.
- Strive for accessibility and plain language.
- Stay updated on evolving policies and tools.

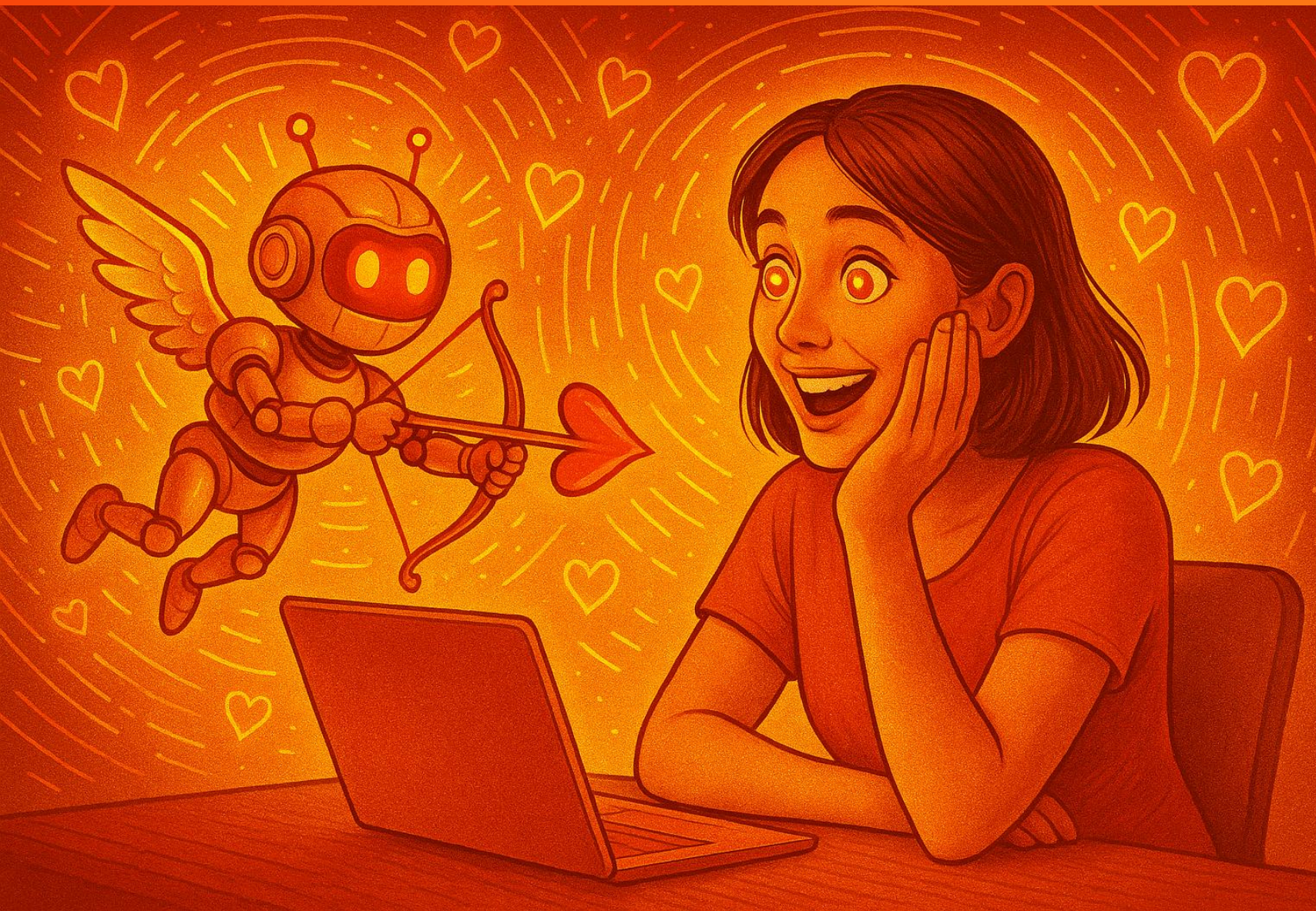
No liability is implied; users act at their own discretion.



Falling down the AI Rabbit Hole



Falling in love with AI - CUPID



💖 Commit

💖 Upskill

💖 Personalise & Personify

💖 Identify

💖 Develop and Deploy

My AI Dream Team



ChatGPT can help you with:

Scheduling & Calendar

- Draft & send meeting invites
- Prepare agendas & reminders
- Summarise weekly schedules

Document & Reports

- Format memos & policies
- Draft minutes & summaries
- Design templates & certificates

Student Administration

- Registration & bursary emails
- Prepare welcome packs
- Draft plain-language policy notes

Data & Info Management

- Summarise survey results
- Compile enrolment stats
- Generate contact tables

Communication

- Draft professional emails
- Create newsletters & updates
- Summarise long email threads

Events & Conferences

- Design programmes
- Speaker bios & scripts
- Post-event surveys

Compliance & Policy

- Draft disclaimers (POPIA, GDPR)
- Summarise legislation
- Policy checklists

Workflow & Productivity

- Automate reminders
- Standardise docs
- Draft FAQs & guides

Demonstrations



Building your own AI Assistant Team

- Presentations with Gamma
- OCR Conversions
- Meeting Minute Management - various
- **GIFT:** Scan QR Code- Research with Notebook LM



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Songs with SUNO

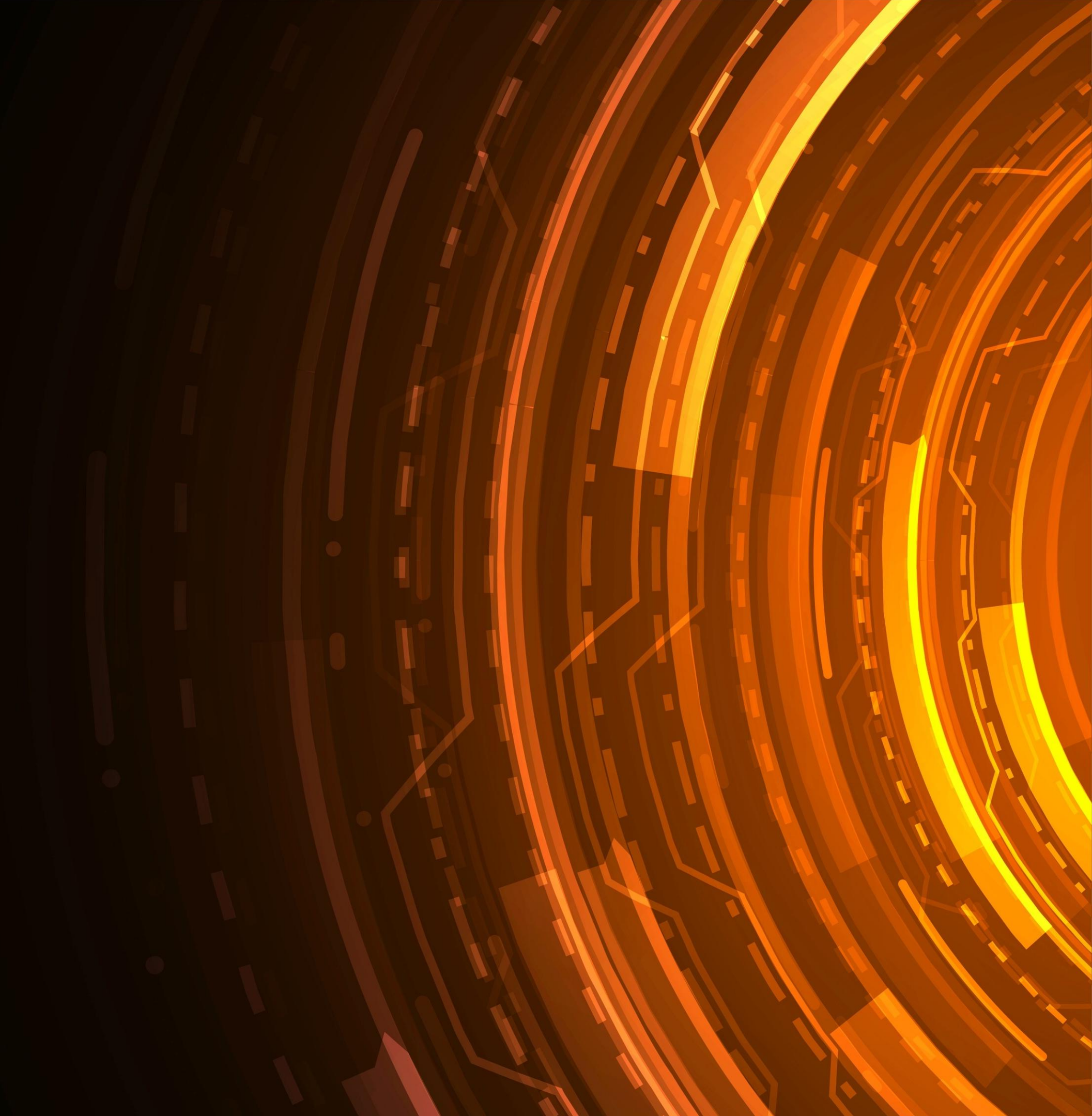
**Special
guests from
CPUT**

Bootcamp Project
Building a solution

Introducing
Abby Van der Poel
and
Shanaaz Bailey

Presentations

GAMMA



GAMMA

Building presentations with AI

 Home

Create with AI

How would you like to get started?



Paste in text

Create from notes, an outline,
or existing content

 LAST USED



Generate

Create from a one-line
prompt in a few seconds



Import file or URL

Enhance existing docs,
presentations, or webpages

Step 1: (Optional) Ask your favourite LLM to create a succinct prompt for GAMMA. Then cut and paste this prompt into GAMMA.

ChatGPT 5

Share

report for the upcoming meeting with the VC on the following concerns (please suggest prompt wording)

Here's a prompt form you can showcase for GAMMA that highlights its "presentation superpowers" — using a scenario relevant to Higher Education assistants. I've structured it so they can see how a well-phrased prompt can instantly produce a professional, VC-ready report.

GAMMA Prompt Form – Higher Education Showcase

Scenario: Preparing a report for the Vice-Chancellor (VC) meeting

Context: Assistants are often asked to collate, summarise, and present key issues in a professional, visual format. GAMMA makes this instant, polished, and shareable.

◆ Example Prompt 1: Report Generation

+ Ask anything

Step 2:

Cut and paste the generated prompt into GAMMA. Gamma will generate an outline. On your acceptance it will generate a slide deck, which can be branded and edited. (up to 10 slides FREE VERSION)

Back

Generate

What would you like to create today?



Presentation



Webpage



Document



Social

10 cards



Default



English (UK)



Create a professional, visually clear report for the upcoming Vice-Chancellor's meeting. The report should address the following concerns raised by academic and administrative staff:

1. Student retention and support services.
2. Digital transformation in teaching and learning.
3. Budget pressures and cost-saving measures.
4. Staff wellbeing and workload balance.
5. Campus infrastructure and accessibility.

NO AI IS THE SILVER BULLET



Use different platforms for different functions



Combine outputs into something better. e.g. replace GAMMA images with images made in ChatGPT or Midjourney



Ask AI, which is a better tool for the particular task

— EFFICIENCY

OCR

CONVERSIONS



LLM and OCR* DEMO

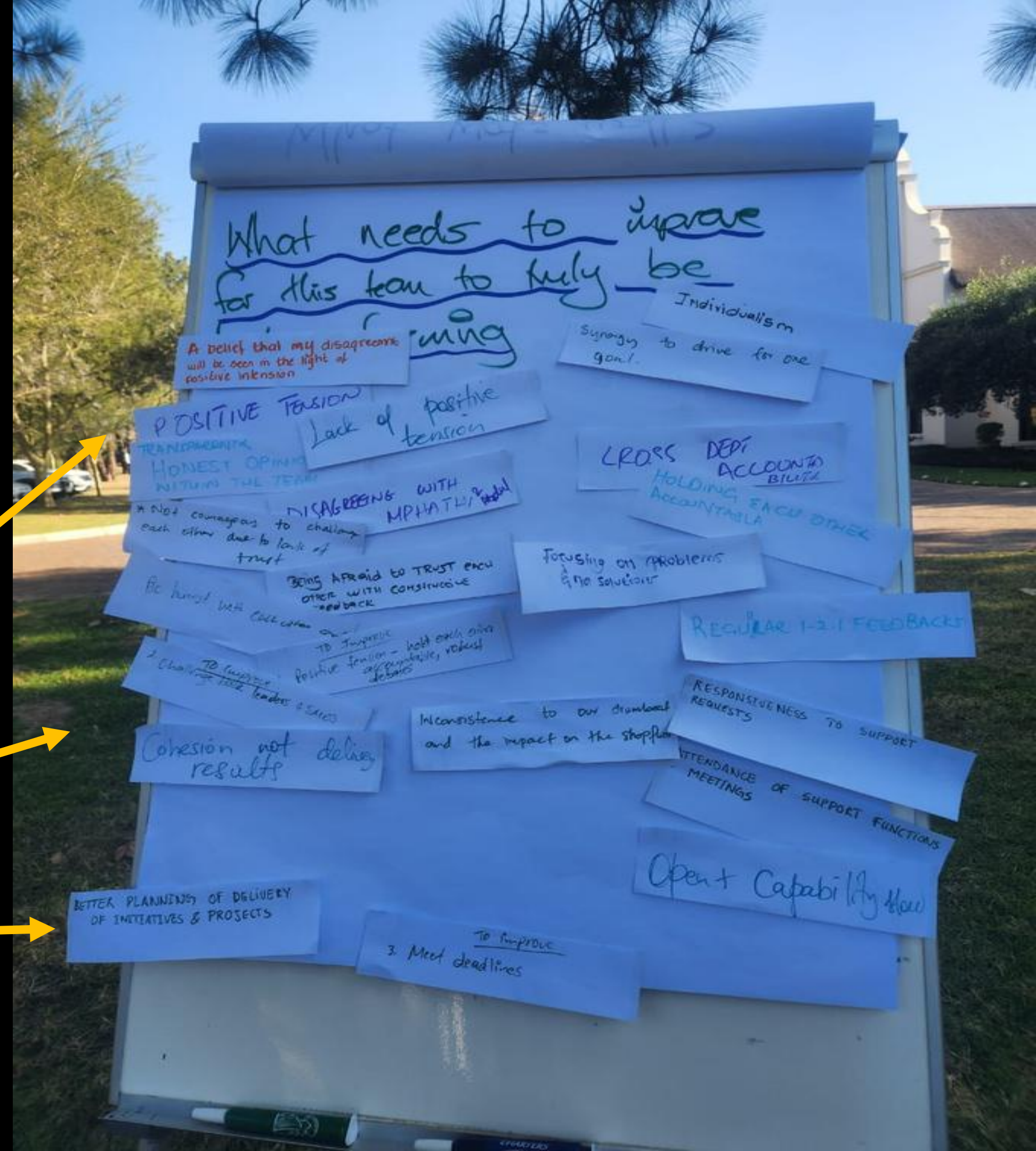
- Take a photo with your cell phone.
- Upload the photo to your favourite LLM app such as META, ChatGPT, Copilot or Gemini, Grok on your phone.
- **ACTION:** Let's do this with META

Poor quality

Bad lighting

Inconsistent handwriting

*OCR: Optical Character Recognition



CONVERTING OCR INTO TEXT



ChatGPT 5 ▾



What are you working on?

+ Transcribe this handwritten flipchart and categorise into similar groupings.



MEETING NOTETAKERS and TRANSCRIBERS

ZOOM

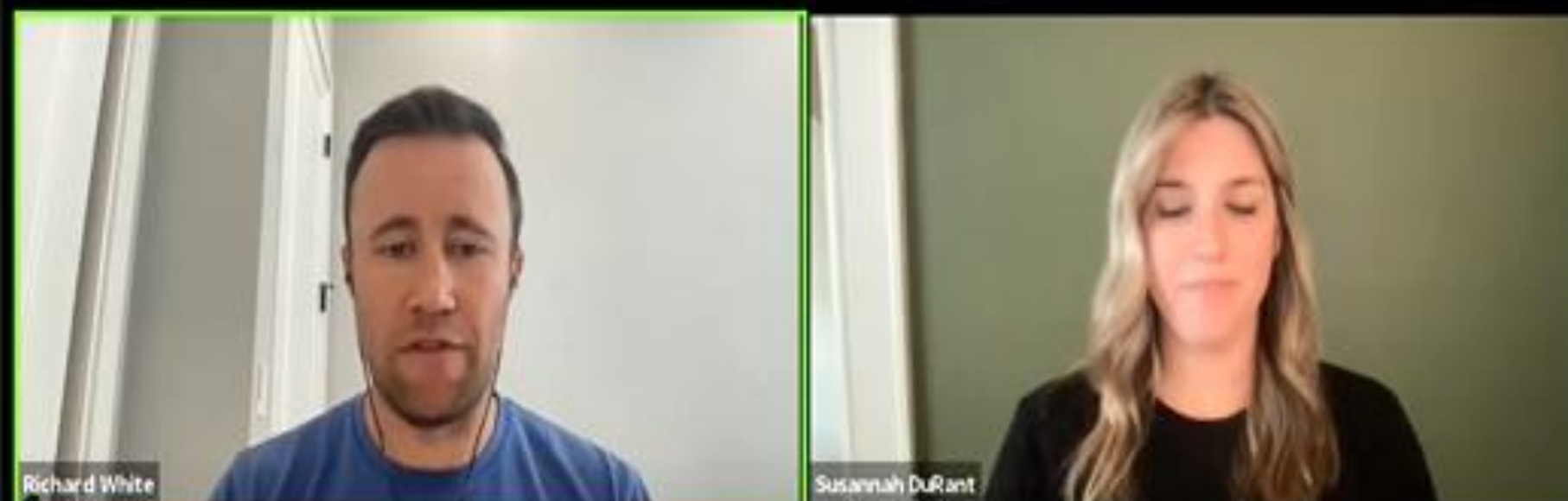
TEAMS

FATHOM

- Choose depending on system used
- Choose according to outcomes required:
Transcription versus Summary
- Fathom integrates with all online platforms.
Free version has multiple functionalities.

Fathom

Fathom Demo



0:04



SUMMARY TRANSCRIPT ASK FATHOM

NEW: Ask Fathom, Advanced AI Summaries and AI Action Items are now FREE for your first 5 calls every month 🇧🇪. Try them out below. [Learn More](#)

SELECT TEMPLATE



Chronological

FREE

Short summary of the meeting by chapter



General

MOST USED

Capture any call's insights and key takeaways.



Sales



Sales - Sandler

Fathom Demo

Sep 16, 2021

Share

ACTION ITEMS

Extract Action Items from Transcript

ANNOTATIONS INTERNAL TEAM ONLY



Demo: Using Fathom while on Zoom @ 0:41



How Fathom Highlights Work - 29s

Attendees can highlight important moments and record monologues automatically or manually.



Demo: Using Fathom after a Zoom call @ 2:37



Killer Feature: CRM sync / Call Summary - 1m

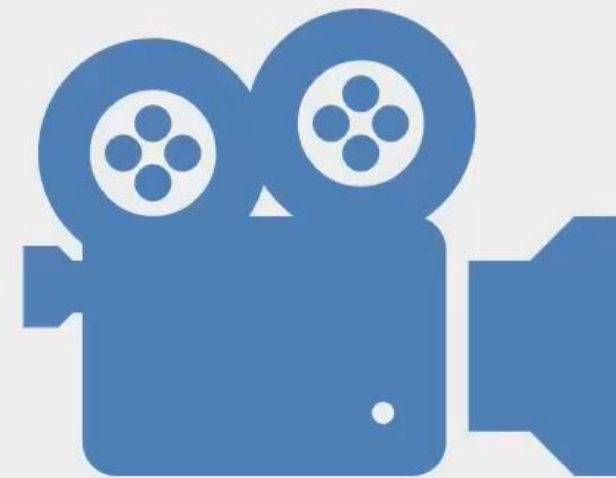
Fathom quickly syncs call notes to CRMs, saving time and effort.

Introducing Our **Guest Speakers** from CPUT

Abigail van der Poel (Legal Secretary) • **Shanaaz Bailey** (PA to the VC)



Mock SAMS Website: A Demo Video Showcase



**Melody
Tomlinson**

Facilitator



TOOLS COVERED

Presentations

Gamma



Meeting notes and transcriptions

Fathom,
Zoom AI Assistant,
Teams

Research

Notebook
LM



Fun

SUNO



WORKSHOPS

KEYNOTES

COACHING

AI

CONSULTING

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Starting 20 September 2025

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Thank you

Melody Tomlinson

