

Daily AI Workflow

A repeatable check before accepting AI-assisted changes.

Run the seven steps

1. Define the task: state the required behavior, constraints, inputs, outputs, and acceptance checks.
2. Generate a small change: give the relevant context and explicit boundaries. Keep credentials and private data out of unapproved tools.
3. Read the diff: understand changed behavior, dependencies, permissions, and error paths. Investigate anything you cannot explain.
4. Test correctness: check the required output and business result, not just valid syntax or a successful run. Include failure and boundary cases.
5. Commit a coherent change: preserve a useful history with a message explaining the purpose.
6. Verify stored data and integrations: use authorized access and safe test environments; avoid exploratory writes to production.
7. Check scope and recovery: separate unrequested refactors, rerun affected checks, and know how to undo the change.

For features that call a model

1. Record model, prompt, retrieval, and supported generation settings. Fixed settings can help repeat a test; they do not guarantee identical answers.
2. Evaluate both format and task correctness. Test untrusted inputs and tool permissions. Keep a human accountable for the release.

Change: _____. **Evidence checked:** _____. **Reviewer / rollback:** _____.