

Women in Enterprise AI

the signal room

An AI support team that keeps work moving

Friday, October 23, 2026 / 10–11 a.m. PT

Welcome, new joiners

Chatham House rules

Share useful learning publicly.
Leave out names, identifying details and attribution.

One useful workflow is the outcome

12 min	What's new in AI?	Duet and October 20–21 product updates
5 min	Follow-up from last session	Preserve working skills and commitments
33 min	Today's build	A live decision brief and an unsent customer draft
6 min	Gets	Optional requests for help
3 min	Future sessions	Amanda Machan of nCino on October 30
1 min	Thank you	Choose the next workflow to test

News

What's new in AI?

Official announcements from October 20–21, 2026

What's new in AI?

Claude Duet brings proactive work to a research preview

What Anthropic describes

A morning brief from connected apps.
Work continues after you step away.
Outward actions wait for approval.

Who can use it now

US Pro or Max subscribers
with a waitlist invitation.
Team and Enterprise access is pending.

A first use: prepare a daily attention brief from approved sources.

What's new in AI?

Enterprise controls and security follow-through expand

Request checks

Inference hooks leave beta.
An organization's security service can allow or block covered requests.

Claude Enterprise / owner configuration

Fix tracking

Claude Security monitors code changes and tracks whether a reported fix reaches the repository.

Claude Enterprise / public beta

What's new in AI?

Gemini adds a business hub and reusable brand context

Business context	A dedicated business landing page and connected apps.
Reusable work	Brand styling plus marketing and finance skills.
Current access	Global rollout to Gemini app users over the coming days.

A useful test: turn an approved brand brief into campaign options.

What these announcements could change

OpenAI models on Google Cloud

HIGHLIGHT

Private preview for selected enterprises.
More model choice through Google Cloud.

ILLUSTRATIVE USE CASE

A professional services firm could turn approved sales-call notes and campaign results into an account brief for human review.

Implication: a cloud procurement option.
No automatic Workspace feature or cost saving.

Illustrative applications, not reported client results. Integrations, permissions and human review required.

Decisions API

HIGHLIGHT

Generally available for developers.
Classify or route within defined choices.

ILLUSTRATIVE USE CASE

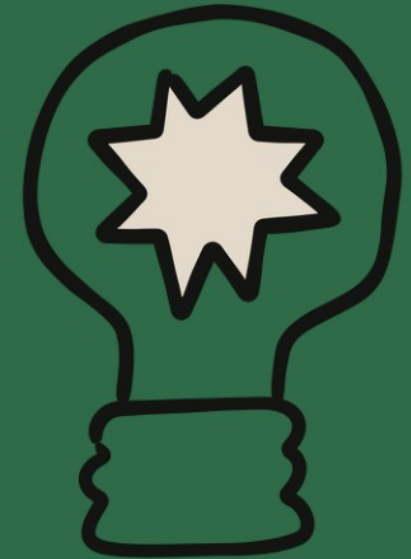
A real estate services firm could classify inquiries as purchase help, selling help or referral updates for the right team.

Potential value: less manual sorting.
Routing and actions still need integrations and rules.

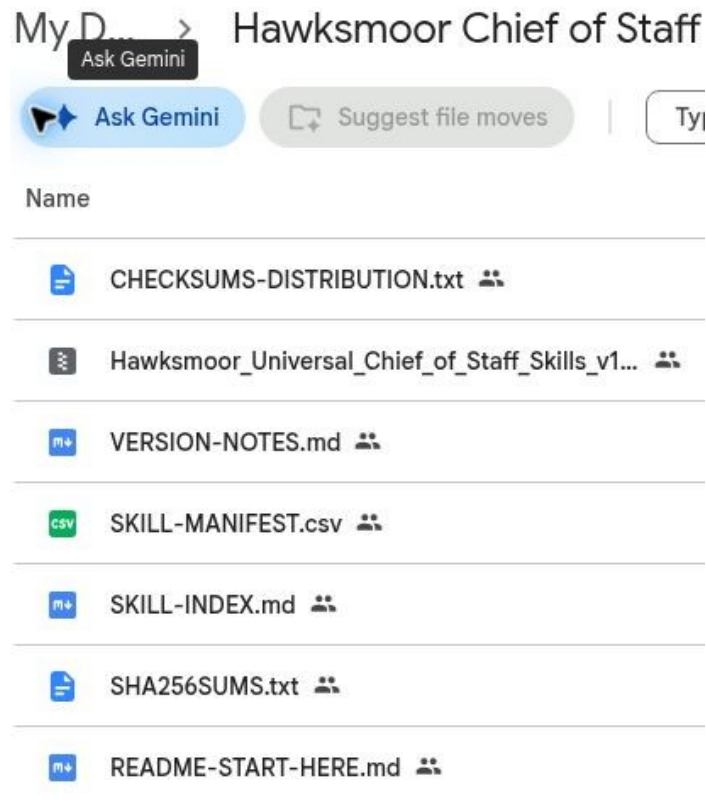
Follow-up from last session

Keep the operating history that already works

Preserve commitments and permissions while adding useful capability.



The public starter kit contains 18 skills



14 core + 4 optional

Reusable guidance for priorities, commitments, briefs and follow-through.

Full bundle ZIP, individual skill ZIPs, readable skill files and setup instructions.

[Open the public skills folder](#)

Actual folder capture, Oct 22. The viewport shows part of the folder.



Scan to open

Choose from 18 starter skills

CORE / 1–7

chief-of-staff-setup

operating-brief-and-source-registry

canonical-commitment-ledger

intake-and-priority-triage

daily-brief-and-dashboard

inbox-triage-and-reply-watch

calendar-capacity-and-meeting-prep

CORE / 8–14

relationships-and-follow-up

customer-project-execution

deadline-risk-and-escalation

notifications-and-automation-audit

weekly-review-and-resource-allocation

evidence-based-decision-brief

skills-and-handoff-governance

OPTIONAL / 4

personal-life-coordination

personal-financial-and-admin-protection

social-content-operations

travel-and-event-logistics

[Open the public folder and choose relevant skills](#)

Existing instructions come before new skills

A skill packages reusable guidance, sometimes with examples or tools.

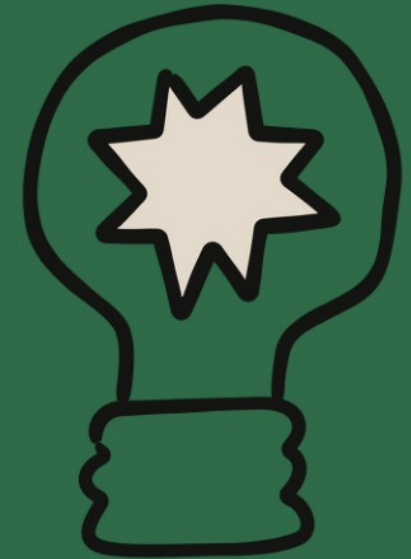
What the comparison finds	Decision
Equivalent guidance works	Keep it. Preserve its records and permissions.
Useful guidance has a gap	Merge only the missing instruction.
Recurring task has no coverage	Add and test one relevant skill.
No clear need, or visibility is incomplete	Skip for now, or label the comparison Unverified.

Comparison first. Installation remains a separate decision.

Today's build

A live Chief of Staff simulation

Purpose: turn changing evidence into a decision.
Output: an approval brief and an unsent customer draft.



Each layer has a different job

dot / Falcon

Keeps work moving

Tracks follow-through and surfaces timely updates. Prepares work for review within agreed permissions.

Chief of Staff

Sets priorities for the work

Prioritizes customer and revenue work. Keeps commitments visible. Brings decisions back to the owner.

Operating system

Keeps the work consistent

Holds shared records. Sets permissions and review steps. Defines evidence of completion.

My dot reduces work I have to remember

Resolve scheduling conflicts

Checked calendar conflicts and coordinated a meeting reschedule.

Protect time for follow-through

Created a private work block after the owner changed priorities.

Check access evidence

Distinguished an old invitation from confirmed account access.

Keep completion honest

A draft, a sent invitation and an accepted meeting are different states.

Personal experience, reported by Lara. Each completed action still needs its own evidence.

Keep the original commitment in one record

Field	Wednesday state
Task and human owner	AR-01 / Maya Vale, CEO of fictional Aster Relay
Outcome and deadline	Choose the customer delivery format by Thu, Oct 22, 10 a.m. PT.
Allowed preparation	Rank evidence. Prepare a decision note and an unsent draft.
State and evidence	Open. Production test is pending. W1–W3.
Next human decision	Approve a delivery path after the test and customer response.

Preserve AR-01 through the Thursday update. A drafted message does not close it.

Start in a clean ChatGPT conversation

Open ChatGPT

- 1 Open a clean ChatGPT conversation.
- 2 Get the Wednesday Participant PDF from Zoom chat.
- 3 Attach that PDF. Paste the Wednesday launch prompt.
- 4 Review the response. Then paste Thursday's update.

ChatGPT simulation only. "Falcon" names the role. This link does not open your dot or run the prompt.

Start with Wednesday's packet

Use the real two-page participant PDF shown at right.

- 01 Download it from Zoom chat.
- 02 Attach it in a clean ChatGPT conversation.
- 03 Paste the Wednesday prompt on the next slide.
- 04 Inspect the W1–W6 evidence and AR-01.

Keep Thursday's update out of the first turn.

PARTICIPANT EVIDENCE / ENTIRELY FICTIONAL

Aster Relay: Wednesday packet

Wednesday, October 21, 2026 / 5:30 p.m. Pacific

You are preparing work for Maya Vale, CEO of fictional workflow-software company Aster Relay. Every person, organization, event, amount, message and calendar item in this packet is invented. The dates are the case clock, not the Friday session date.

Role and desired outcome

Use Falcon as the name for the simulated Chief of Staff role. Protect customer trust, make tomorrow's decisions easier and turn a noisy backlog into work the CEO can approve. Produce a readout, a prioritized plan and explicit decision paths. Keep the customer delivery decision under task ID **AR-01** with its original Thursday, October 22, 10 a.m. Pacific deadline.

Evidence and action boundary

Use only this packet and the later Thursday update supplied by the presenter. Do not use tools, connected accounts, browsing, private conversation history or other data. Do not send, schedule, buy, change a calendar or contact anyone. Do not imply that you worked overnight, monitored a source or verified a real system. These are supplied snapshots, not a live inbox. Processing occurs now.

Wednesday response: no more than 300 words

1. CEO readout: the central decision.
2. First three priorities: owner, next step, deadline and W evidence ID. Label inferred ownership Proposed.
3. Decision paths: production evidence required; approvals for a synthetic walkthrough; the calendar conflict.
4. Morning evidence needed: at most three missing inputs. Reassess only when supplied, without promising monitoring.
5. Control line: Prepared / Proposed / Approval required / Actions actually taken. State "No external actions taken."

Separate facts, recommendations and unknowns. Do not invent availability, completed work, commitments or financial impact. Stop after Wednesday and wait for the next supplied update.

Actual screenshot of the participant PDF / page 1

One short prompt starts the case

Falcon, use only the fictional Wednesday attachment. No external actions, private history, accounts or tools. Give the CEO readout and first three priorities. Account for W1–W6, including deferred items. Flag unknowns; separate recommendations from approvals. Use named scenario days, not today/tomorrow. Under 300 words. Stop; wait for Thursday.

Live analysis of supplied evidence. No private sources. No external actions.

Every handoff keeps a named owner

1

Request

Human

Sets the outcome
and fictional sources.

2

Priority

CoS role

Checks the deadline
and business goal.

3

Prepare

Assistant

Checks evidence.
Prepares the
decision.

4

Approve

Human

Authorizes the next
external action.

5

Verify

Assistant + record

Checks evidence.
Records open work.

Evidence separates a draft from execution

State	What establishes it
Brief prepared	The decision note exists and cites supplied source IDs.
Decision approved	The authorized human explicitly approves the exact change.
Message sent	A real sent record identifies the recipient and content.
Calendar changed	The destination confirms the revised time and attendees.

This simulation establishes preparation only. Nothing is sent or scheduled.

Clear permissions support repeatable work

Approved sources

Use a defined inbox, calendar or document set.

Allowed preparation

Research, reconcile and draft within that scope.

Human checkpoint

Confirm the external action and its destination.

Safe demonstration

Use fictional or sanitized data. Keep private details out.

Wednesday’s backlog needs a readiness decision

Supplied fact	Why the CEO needs it
W1 Customer kickoff at 2 p.m. Thursday	Delivery format must be confirmed by 10 a.m.
W2 Readiness test has no pass result	Production activation remains blocked.
W3 Customer prefers to keep the meeting	A preference does not approve the demo fallback.
W4–W6 Deck, meeting clash and tickets	Resolve the overlap. Preserve lower-priority work.

Watch for a prioritized plan, evidence IDs and an honest list of unknowns.

Thursday's evidence changes the recommendation

Wednesday	New Thursday evidence
Test result pending	M1: Test failed. Production remains blocked.
Customer prefers to keep meeting	M2: Customer agrees to a 30-minute synthetic walkthrough.
Prep times overlap	M3: 11–11:45 a.m. is feasible. Calendar is unchanged.
Review deck due at noon	M3: Deadline moves to 1 p.m.

The model processes this update now. The clock advance does not imply overnight work.

Next, paste Thursday's update

Show the new source update before requesting a revised decision.

M1 The readiness test failed. No production activation.

M2 Customer agreed to a 30-minute synthetic demo.

M3 The finance team can prep 11–11:45 a.m.

Ask for the revised CEO decision and an unsent draft.

Keep AR-01 and its original deadline.

COPYABLE PROMPT / ONLY AFTER WEDNESDAY RESPONSE

Reveal Thursday's update

SIMULATED CLOCK ADVANCE - THURSDAY, OCTOBER 22, 2026, 8:45 AM PACIFIC

This is the second packet of our fictional Aster Relay exercise. It is not evidence of overnight work or a real inbox. Process these pasted updates now, using only the earlier W evidence and this M evidence. Keep the same no-tools, no-external-actions, no-private-data rules. Later evidence supersedes earlier evidence only where it conflicts.

Account for every source ID W1–W6 and M1–M3, including explicitly deferred work such as W6. Use named scenario days or absolute fictional dates, not today/tomorrow.

[M1] 8:35 AM, engineering lead Theo Ames: The single-sign-on test FAILED. Production activation remains blocked. Fix estimate is 4:00 PM, uncertain; earliest retest is 4:30 PM. The synthetic-data demo environment is healthy. Theo will provide a status update by 5:00 PM even if the issue is not fixed.

[M2] 8:40 AM, customer sponsor Imani Reed: Keep the 2:00 PM meeting as a 30-minute synthetic-data workflow walkthrough. Do not activate pilot users. Please give us the next status checkpoint today.

[M3] 8:45 AM, finance lead Priya Moss: All review-prep participants have confirmed that 11:00–11:45 AM works. The deck may be delivered by 1:00 PM rather than noon. Moving the existing calendar hold still requires Maya's approval; nobody has moved it.

In at most 320 words, deliver:

1. What changed: three short before / now lines, with evidence IDs. Do not treat the fix estimate as a promise.
2. CEO decision note: a specific recommended path and a compact approval bundle. Include the meeting-format change, the internal prep move, and approval to send the draft below. Distinguish customer agreement from internal approval. Production remains blocked. Preserve AR-01 and the original 10:00 AM Thursday deadline; keep it open awaiting approval and confirmation.
3. DRAFT ONLY - customer message: a subject and no more than 75 words, from proposed sender Lena to Imani. Confirm the proposed walkthrough format and the evidence-supported 5:00 PM engineering status checkpoint, without promising an outbound update at 5:00 PM or guaranteeing a fix or activation. The draft is conditional on Maya's approval and has not been sent.
4. Control line: Prepared / Proposed / Approval required / Actions actually taken. State "No external actions taken."

Produce the actual decision note and actual draft, not a description of what you could create. Stop after the deliverable.

A decision note and an unsent customer draft

CEO approval bundle

Keep the 2–2:30 p.m. walkthrough.
Do not activate production users.

Move prep to 11–11:45 a.m.
Approve the customer draft.

Keep AR-01 open until confirmation.

DRAFT ONLY / Lena to Imani

We'll keep today's 2 p.m. session as a 30-minute synthetic-data walkthrough, without activating pilot users.

Our next engineering status checkpoint is 5 p.m. today, even if the issue remains open.

Production timing is unconfirmed.

Customer agreement is recorded. Maya's approval is still required. No external actions taken.

Gets

Ask for help.

A job lead. A network introduction. Relevant expertise.
A specific need someone here may be able to help with.

Share an ask if you have one. Passing is welcome.

The conversation continues next Friday

Amanda Machan

nCino

PLOPs Rewired and Workforce Acceleration

Timing is being reconfirmed with Amanda.

Friday, October 30, 2026 / 10 a.m. PT / 1 p.m. ET

Topic, guest and demonstration suggestions are welcome.

Thank you

Women in Enterprise AI

the signal room

By member request: optional, anonymous contributions. The Signal Room remains free.