



Requirement

Each group is asked to submit a report (maximum 2 pages) regarding their Gen AI activities **in the Appendix A of these reports**: Project Proposal Report, Progress Report, Report on Validation, and Final Report. **For Booklet Report, please submit a separate document.** Each of these reports is expected to be simply a summary of what you keep in your Project Management System (PMS) in detail regarding the GenAI usage.



*Even if you have not used Gen AI at any part of your project, or in any discussions you had, **you must have the named appendix section in all reports** and declare that you have not used Gen AI for any activities.*

Purpose

The main purpose of the reporting is to make sure that the output obtained by the Gen AI activity can be “replicated,” in other words, reproduced. Replicability implies that one needs enough information to regenerate the *same output* (or a functionally equivalent one), not just read a narrative about how AI was used. That requires treating the AI interaction itself as a reproducible experimental procedure, just as one would document a solver run or a simulation seed.

Guideline

Below is a guideline to ensure AI-assisted work is reproducible. The key is a **four-part record** (verbatim prompt, context/files supplied, exact model, version, raw output vs. human edits) logged for every interaction that shaped the deliverable.

The report is required to contain the following, keeping in mind the reproducibility aspect:

1. How is Gen AI used?
2. For each usage, name the Gen AI tools used, the final list of prompts implemented, the date of the final usage, and the size of the report you received. Make sure that you disclose whether the tool you use is publicly available or requires a membership fee.
3. **Summarize the meetings you had to discuss the AI-generated output, referring to your PMS.** In the PMS, the group is required to specify the names of the participants (not all the group in the PMS), the meeting dates, agenda and minutes that include the decisions made in the meeting, actions to be taken, etc. The participants may or may not be all the group members, and AA and IA.
4. **Cross references with the documents posted in PMS:**

The following information should be kept in your PMS:

- Full prompt text, verbatim: Different phrasing produces different models/code. Paraphrasing the prompt in the report is not sufficient — the exact text must be captured.
- Context supplied to the model: Any files, data samples, prior conversation turns, or system/custom instructions fed in before or with the prompt. Without this, the prompt alone is not reproducible.
- Model identity and settings: Tool name, model version/string (e.g., “Claude Sonnet 5,” “GPT-5.1,” not just “ChatGPT”), and date of use. If the tool requires settings, record those too.
- Raw output, unedited, plus an account for human edits: The AI's output as generated, followed by exactly what the students changed, added, deleted, or corrected, and why.