

RUN OF SHOW

One architecture. Then each role.

Beginner deck v16 + optional advanced clinic v8

NON-NEGOTIABLE

The beginner room is command-free. Start from the visible screen, give one action, wait, verify DONE WHEN and use the full Setup Helper prompt at the first mismatch.

CORE MESSAGE

You are learning to wear Codex like an Iron Man suit. You provide the mission and judgment. Codex performs approved work through a controlled autonomous loop.

Layer	Facilitator wording	What must stay separate
PUBLIC VERSIONED KIT	Everyone gets the same clean system and reference source.	No live company work or secrets.
WORK PROJECT	Open the exact private project or approved local worker for the job.	Its cursor, register, today file, ledger and evidence.
ROLE SKILL	Opt in only when the role can prove the need.	Akshar and Rahul are not blanket staff installs.

BEFORE PEOPLE ENTER

Prepare the room and the recovery path.

Do not discover access problems in the live session

- [] Deck v16 opens in presentation mode and all links work.
- [] Public release v1.5.1 is reachable; a checksum-verified offline copy is available.
- [] Employee guide v7, Setup Helper card v7 and role workbook v8 are ready.
- [] Email, Drive and optional LinkedIn starter folders plus the three-worker go-live checklist are available from the company kit.
- [] Named private-repository invitations are ready only for assigned employees.
- [] A Mac and Windows recovery path has been tested without a command.
- [] No attendee receives organization Owner, Full access or an unapproved paid seat.

**NO HEADCOUNT
GUESS**

Print or send only for the confirmed attendee list. Do not invent a quantity.

BEGINNER DECK CUES

The two changed moments matter most.

Pause and make each employee show the result

Slide	Say	DONE WHEN
16 — Check first	CHECK FOR KAIRALI UPDATE is read-only. Fetch/Pull is repository sync, not lifecycle update.	Installed/latest versions, affected layers and preserved files are visible; no file changed.
16 — Approve + prove	A live task defers. UPDATE NOW starts backup, verified apply, validation and receipt at a safe checkpoint.	Version, receipt, preserved-state result and recovery location agree.
26 — Go-live	Available is not active. Email and FULL DRIVE INDEX require visible proof; TEST 25 is setup only. Optional LinkedIn proves @Computer locally, stops Computer + Chrome, then hands LinkedIn to the employee.	The employee states Email and Drive LIVE or an exact blocker, plus optional LinkedIn LIVE, NOT ENABLED BY CHOICE or a blocker.
RESCUE CUE	At the first different screen, stop the group path for that employee and start the complete Setup Helper prompt. Do not improvise technical steps.	
PRIVATE ACCESS	A private operations invitation is issued only to the named role. Public-kit access never needs a collaborator invitation.	

HANDS-ON PROOF

Collect evidence, not nods.

Installed, downloaded and connected are intermediate states

1

Verify the project.

Ask each employee to show AGENTS.md and the startup-test answer.

DONE WHEN: The expected task or NOT SET is visible.

2

Verify any announced update.

Check the installed version, validation result, receipt, preserved-state result and recovery location. A deferred update must show its row and checkpoint condition.

DONE WHEN: The employee is current or explicitly deferred with proof.

3

Verify the account and boundary.

Ask the employee to point to Ask for approval and the approved company account. Do not view their secret information.

DONE WHEN: The account and approval mode are visible.

4

Verify two homework workers.

Open Email and Drive separately; never accept one mixed folder.

DONE WHEN: Both folders have independent state files.

5

Verify Email persistence.

Check the pilot report, chosen local time and time zone, ruled filing mode and active automation card. Confirm permanent Gmail filters were not changed.

DONE WHEN: The report and schedule agree with the Email project.

6

Verify the Full Drive Index.

Collect the index summary, final cursor and validator result; confirm every supported scope ended and Drive was unchanged. TEST 25 is setup proof only.

DONE WHEN: Full Drive proof passes or one exact blocker is recorded.

7

Verify right-level LinkedIn handoff.

If chosen, inspect the scoped local-control proof, YOUR TURN ON LINKEDIN handoff, approved schedule, queue headings, counts and employee-confirmed outcomes. Never collect message bodies.

DONE WHEN: Computer and Chrome stopped before LinkedIn; the local queue passes; no AI LinkedIn action occurred.

OPTIONAL ADVANCED CLINIC

Stay-back only after the beginner room closes.

Technical users may use Git and the lifecycle CLI

Topic	Clinic proof	Stop condition
Public release	Version and release-manifest integrity pass.	Any hash or metadata mismatch.
Private work	Both approved CLIs read the same separate project.	A CLI opens the public distribution repo as live work.
Role skill	One exact skill invokes, loads its references and returns one safe next action.	No named role approval or no bounded use case.
Upgrade/remove	A checkpointed action archives the prior managed copy and preserves worker state.	A live task is active or state is unclear.
GATE 0	Medical claims, dosage, certification, legal text and spend are flagged, never fixed. There is no override.	

SESSION CLOSE

Close every row with proof.

Anything incomplete becomes one precise blocker

- [] Each employee's project path and active task are recorded.
- [] Email and Full Drive are recorded LIVE or with one exact blocker; optional LinkedIn is LIVE, NOT ENABLED BY CHOICE or blocked.
- [] Every private-access problem names the missing invitation and owner.
- [] Every skill opt-in names the role, use case, test and keep/remove decision.
- [] No company work was written to the public distribution repository.
- [] Ledger, register, cursor and evidence log are updated.
- [] Each announced update is CURRENT or DEFERRED with version and receipt/check proof.
- [] Beginner and advanced materials are not mixed.

DISTRIBUTION

This runbook prepares a rollout. Sending employee messages, invitations or files is a separate owner-approved action.