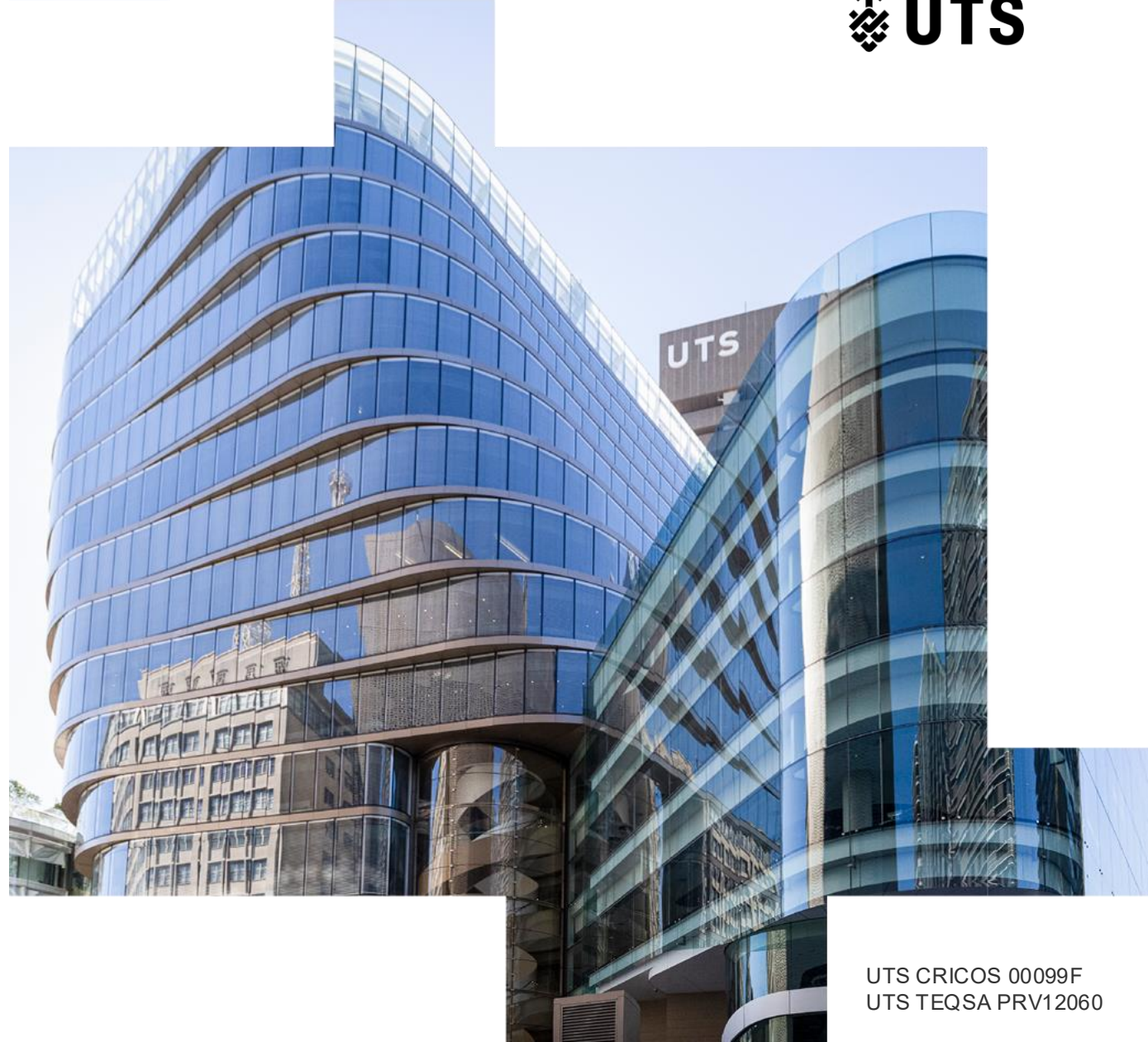


Task 1: Building AI Agents

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Building AI Agents

- Use Microsoft Copilot (UTS licensed).
- Create an AI agent (Custom GPT) as per the following instructions.
- For your reference, following instructions have been provided with a sample lease agreement.

LeaseMate GPT – Commercial Lease Analyzer

Target users

Asset managers, leasing agents, tenants

Purpose

To automate the review, extraction, and analysis of commercial lease agreements and present critical information clearly and concisely to stakeholders.

Core Functions:

- Upload and auto-summarize lease contracts (PDF/Word)
 - Highlights key obligations, critical dates and clauses
 - Auto-summarize lease contracts
- Use the sample lease agreement provided to test the capabilities of your AI agent/custom GPT
- https://canvas.uts.edu.au/courses/36307/files/10017990?module_item_id=2307357

Instructions – let's do a live demo!

The sequence of screenshots illustrates the process of creating a new agent in the M365 Copilot interface:

- Screenshot 1:** The M365 Copilot sidebar is shown. The 'Create agent' option is highlighted with a red circle.
- Screenshot 2:** The 'Copilot Studio' 'New Agent' page is shown. It displays a welcome message and several templates: 'Career Coach', 'Customer Insights Assistant', and 'Idea Coach'. A red arrow points from the 'Create agent' option in the sidebar to this screen.
- Screenshot 3:** The 'New Agent' configuration page is shown. It includes fields for 'Name' (set to 'New Agent'), 'Description', 'Instructions', and 'Knowledge'. A red arrow points from the 'Create agent' option in the sidebar to this screen.
- Screenshot 4:** The 'New Agent' configuration page is shown, partially obscured by the third screenshot.



Thank you!