

Claude Code  Cowork

BEGINNER

AI Agents for Product Managers

4 Agents to Automate Your Week

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Swipe to explore →

What is covered

01 Weekly Status Report Agent

Cowork

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Cowork

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04 Inbox Triage Agent

Cowork

Weekly Status Report Agent

☑ No coding needed — point Cowork at your notes folder

WHAT

Cowork reads your meeting notes, task files, and Slack exports, then writes a polished stakeholder status report automatically.

HOW

Open Cowork, point it at your weekly notes folder, describe the report format. It reads every file and drafts the report.

OUTCOME

Friday status report goes from 90 min of writing to a 2-min review.

```
file-reading + report-writing
```

Weekly Status Report Agent

▣ Prompt — Cowork

Cowork instruction:

I have a folder /weekly-notes containing:

- Meeting notes (.txt or .docx)
- A task list (tasks.txt)
- Any Slack exports (.txt)

Read all files and produce a weekly status report:

Executive Summary (3 sentences max)

Completed This Week (bullet list)

In Progress (with % complete and owner)

Blockers & Risks (with suggested action)

Next Week's Priorities (top 3)

Save as weekly_status_[DATE].docx

Flag anything that looks like a blocker.

Interview Screener Agent

☒ Cowork reads CVs and scores them against your criteria

WHAT

Drop a folder of CVs into Cowork alongside your job spec. It screens every candidate and produces a ranked shortlist table.

HOW

Create a folder with all CVs (PDF/docx) and your job_spec.txt. Give Cowork the scoring rubric. It outputs a ranked table.

OUTCOME

100-CV screen that took 4 hours now takes 8 minutes.

`document-reading + scoring`

Interview Screener Agent

▣ Prompt — Cowork

Cowork instruction:

This folder contains:

- CV files (PDF or .docx)
- job_spec.txt (role + requirements)

Score each candidate (1-5) on:

- Relevant experience
- Technical skills match
- Leadership / scope of impact
- Growth trajectory

Output ranked table:

Name | Score | Strengths | Gaps | Recommend?

Save as candidate_shortlist.xlsx

Mark top 5 in green.

Release Notes Agent

☑ Claude Code reads your git log and JIRA export automatically

WHAT

Claude Code reads your git commit history and ticket exports, then writes polished release notes segmented by change type.

HOW

Run Claude Code in your repo folder. It reads git log and any JIRA/Linear CSV, then generates release notes in your preferred format.

OUTCOME

Release notes that took 45 min per sprint now auto-draft in 2 min.

```
git-log + structured-writing
```

Release Notes Agent

▣ Prompt — Claude Code

Claude Code prompt (run in repo root):

Read the git log for the last 2 weeks:
`git log --since='2 weeks ago' --oneline`

Also read `JIRA_export.csv` if present.

Write release notes in these sections:

```
## What's New (user-facing features)
## Improvements (performance, UX polish)
## Bug Fixes
## Deprecations / Breaking Changes
```

Rules:

- Write for non-technical end users
- Group related commits into one bullet
- Skip internal/infra commits
- Flag breaking changes in bold

Save as `release_notes_v[VERSION].md`

Inbox Triage Agent

☑ Connect Cowork to Gmail via the Gmail connector

WHAT

Cowork connects to your Gmail, reads unread emails, and produces a daily triage doc: decisions needed, FYIs, threads to delegate, and what to archive.

HOW

Enable the Gmail connector in Cowork settings. Ask it to triage your inbox daily. It outputs a structured action list.

OUTCOME

Morning inbox processing cut from 45 min to a 5-min review.

`Gmail-connector + triage`

Inbox Triage Agent

▣ Prompt – Cowork

```
Cowork instruction (Gmail connector enabled):  
Read my unread emails from the last 24 hours.  
Categorise each email:  
ACTION REQUIRED – I need to decide or reply  
DELEGATE – someone else should handle this  
FYI / READ ONLY – no reply needed  
ARCHIVE – newsletters, automated alerts  
  
For ACTION REQUIRED items:  
- Summarise the ask in 1 sentence  
- Suggest a 1-line reply I can approve/edit  
  
Output as triage_[DATE].md  
Sort by urgency. Flag anything from my manager.
```

Found this helpful?



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Save for later

Got something to add?

Comment below!



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