

# Agent Completion Checklist

A one-page closeout check for AI agent work.

Use this when an agent says a task is done.

A task is complete only when the artifact, evidence, risk, and next step are visible.

## 1. Artifact

What changed?

Where can a human see it?

Does the output match the request, or did the task drift?

## 2. Evidence

Which command, page visit, monitor, or screenshot proved the change?

Is the evidence fresh, dated, and tied to the actual public route or artifact?

Can another operator repeat the check?

## 3. Risk

Did the work touch public copy, credentials, private data, account settings, or external sends?

Was the declared gate respected?

Did the agent keep reader input as data instead of instructions?

## 4. Next step

What remains open?

Who owns it?

What exact action would unblock it?

## Closeout sentence

Done: [artifact] is live or built at [location], verified by [evidence], with [remaining risk] owned by [owner].

Use with: [alfrednaayem.com/notebook/agent-reliability-patterns/](https://alfrednaayem.com/notebook/agent-reliability-patterns/)

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