

// YOUR AI NEEDS THE SAME ACCESS A HUMAN HAS → NOT MORE.

CONNECT YOUR TOOLS

// connectors with scope-narrowing · for IT Pros · BA · architect · tester · DBA · support · tech writer.

// INVENTORY_CONNECTORS group by role · pick what your team has · default-skip the sensitive classes

KNOWLEDGE

Drive · SharePoint · Notion · Confluence · your team-brain folder · reference repo.

ACTIVITY

GitHub · Jira (Atlassian Rovo MCP) · Linear · Slack/Teams (specific channels) · CI logs.

IDENTITY & CALENDAR

Google Workspace · Outlook · on-call rotation · org chart (skim only).

DEFAULT-SKIP

Email inbox · HR / payroll · legal hold · NDA repos · customer support (unless tightly scoped).

// RUN_THE_PROMPT three path-specific versions on the website · pick yours · steward owns the audit

connectors-builder.md

path A · B · C →

pickbits.ai/sb

"Act as my Connector Stack builder."

Drafts three artifacts in 30 minutes. Read-only by default.

"Default to READ-ONLY. Recommend writes only when explicitly asked."

Write requires conscious decision + allowlist. Never silent.

"Exclude before include. Block known-sensitive first."

Easier to audit "what's blocked" than "what's allowed". Smaller blast radius.

"Specific scopes (repo:foo · branch:main), not 'GitHub'."

Generic scopes drift. Specific scopes survive audits.

"Audit log is the contract. Without it, scope rules are aspirational."

If you can't see what got read, you can't trust what didn't.

// YOUR_CONNECTOR_STACK three artifacts the prompt builds · everything else is bonus

01 CONNECTORS.MD

rarely changes

The catalog. One row per authorized connector: name, platform, owner, what it reads, last review.

[team-brain/](#)

02 SCOPE-RULES.MD

per-connector

The narrowing. Include patterns, exclude patterns, read-only flag, write-allowlist (if any).

[team-brain/](#)

03 AUDIT-POLICY.MD

rarely changes

What's logged, retention, who reviews, alert rules, incident response steps.

[team-brain/](#)

+ BONUSES

grow over time

Read-only default: writes require allowlist · **MCP server:** for custom internal tools (Path B) · **Vendor-portable:** markdown definitions migrate across *Claude / ChatGPT / Gemini*

[platform-side](#)

// KEEP_IT_FRESH

STEWARDS CONNECTOR AUDIT

~ 15 min · monthly

1. Open the platform's connector log (or your MCP [audit.log](#)).
2. Top-N read counts – expected? Any ALERT events?
3. Remove anything unused for >30 days. Update [connectors.md](#) last-review.

EXTERNAL REVIEW

~ 30 min · quarterly

1. Have someone OUTSIDE the team read [connectors.md](#) + [scope-rules.md](#).
2. Look for scopes that grew without justification.
3. Look for write-allowlists that grew. Patch.

// Module 5 (Meeting to Memory) covers transcript intake.

full guide + path-specific prompts pickbits.ai/sb // next: Module 5 – Meeting to Memory

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