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 YOUR 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

STEWARD'S 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