

AI Team Setup Checklist

Make ChatGPT, Claude, Gemini, Cursor and your agents work as one team — without repeating yourself.

Free from nextwavefusion.com — 100% free during launch. Share it with a workmate.

1 Define your AI team roles

- ☐ **Orchestrator (e.g. Hermes)**
Coordination, QA, deploys, security checks — the one that keeps the others honest.
- ☐ **Deep thinker (e.g. Claude)**
Research, strategy, UX decisions, long documents and hard reasoning.
- ☐ **Fast drafter (e.g. ChatGPT)**
Writing, editing, ideation and quick coding help.
- ☐ **Cross-checker (e.g. Gemini)**
Second opinions, alternative sources, exploring what the others missed.
- ☐ **Builder (e.g. Cursor / Claude Code)**
Actually writing and editing the code, files and apps.
- ☐ **Memory layer**
Obsidian, GitHub, agent memory or notes — one place where decisions live.

2 Create your master project brief

- ☐ **Who you are and what you are building**
One paragraph. Every AI gets this first.
- ☐ **Target audience and main offers**
Who it is for and what they get.
- ☐ **Brand voice and style rules**
Tone, words you use, words you never use.
- ☐ **Constraints and risks**
Budget, time, tech limits, things that must not break.
- ☐ **Links that matter**
Website, GitHub, docs, dashboards — so no AI ever asks 'where is it?'

3 Set shared memory rules

- ☐ **Save conclusions and decisions, not chats**
The result, the reason, the next step — three lines beat thirty.
- ☐ **Never store secrets**
No passwords, keys, payment details or private customer data in AI memory.
- ☐ **Tag by project**
Research / Writing / Code / Strategy / Product — findable later.

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- ☐ **One current-context note per project**
The single note you paste at the start of any session.

4 Route tasks to the right AI

- ☐ **Research first**
Deep thinker or cross-checker before you commit to a direction.
- ☐ **Draft second**
Fast drafter turns the research into something concrete.
- ☐ **Build third**
Builder writes the code or product with the brief in front of it.
- ☐ **Review and ship last**
Orchestrator tests, questions and deploys.
- ☐ **Save the decision**
Back to the memory layer so next session starts warm.

5 Run a weekly operating rhythm

- ☐ **Monday — plan**
Pick the one thing that must ship this week.
- ☐ **Tuesday–Wednesday — build or draft**
Deep work blocks, one project at a time.
- ☐ **Thursday — QA and publish**
Test, fix, deploy, announce.
- ☐ **Friday — review**
What worked, what to drop, what the AIs kept getting wrong.

START HERE: Start small. Two tools plus one shared project brief beats five tools with no system. Add a team member only when you feel a real gap.

GO DEEPER: Full guide: nextwavefusion.com/articles/ — 'How to build your personal AI team without repeating yourself'. Organize every tool you test in the free AI Tools Command Center: nextwavefusion.com/aitools/