CONFLUO GLOBAL

SET UP | BUILD | TEST | CORRECT

BUILD YOUR FIRST AI EMPLOYEE

A one-page setup, prompt, and testing guide for Codex or Claude Code

START HERE: GIVE ONE EMPLOYEE ONE CLEAR JOB

1 CREATE THE FOLDER
Create one empty folder. Start Codex or Claude Code inside that folder.

2 DEFINE THE ROLE
Choose a name, one narrow job, expected output, sources, and limits.

3 CREATE FOUR FILES
Use the prompts below. Keep the first version short enough to inspect.

USE THIS TO DEFINE THE ROLE

Interview me one question at a time to define an AI employee for this folder. Help me choose a name, one narrow job, the output, sources, limits, and what requires my approval. Summarize the role before creating files.

A soul.md — ROLE + AUTHORITY

COPY, THEN REPLACE THE BRACKETS

Create soul.md for [NAME], a [ROLE]. Include who they are, the one question that guides their work, how they behave, what they may do alone, and what they never do without my approval. Keep it short and plain.

B methods.md — PLAYBOOK

COPY, THEN REPLACE THE BRACKETS

Create methods.md for [PRIMARY TASK]. Write the repeatable steps, what good work looks like, how sources are checked, and an empty Corrections section. Add each correction I give with the date.

C activity-log.md — WORK RECORD

COPY AS IS

Create activity-log.md with this format: Date | What I did | Source or file. Do not invent past work. Add one line after every completed task.

D AGENTS.md / CLAUDE.md — SESSION RULES

COPY, THEN REPLACE THE BRACKETS

Create [AGENTS.md for Codex / CLAUDE.md for Claude Code]. At each session start, read soul.md, methods.md, and the last 20 log lines. Stay inside soul.md authority. Log completed work and add durable corrections to methods.md.

TEST IT: RUN, CORRECT, REOPEN

1 RUN A REAL FIRST TASK

Complete this task: [REAL, NARROW TASK]. Use only approved sources. Show what you used, state uncertainty, and log the work.

2 SAVE THE CORRECTION

Correction: [WHAT TO CHANGE]. Add this dated correction to methods.md, explain what changed, and keep the role and authority unchanged.

3 PROVE IT IN A FRESH SESSION

Close and reopen the tool in the same folder. Ask: Who are you? What are you allowed to do? What method do you follow? What was your last recorded task?

PASS WHEN ALL FIVE ARE TRUE

- ☐ Four files exist
- ☐ soul.md names one job
- ☐ Task is logged
- ☐ Correction is saved
- ☐ Fresh session remembers

KEEP IT SMALL: ONE EMPLOYEE, ONE FOLDER, ONE JOB, ONE CORRECTION LOOP.

NO PASSWORDS OR PRIVATE CLIENT DATA.