

◆ OPEN-SOURCE AI PLAYBOOK · START HERE

Company Brain

Your company's knowledge lives in a dozen tools and a few people's heads, so AI gives generic answers.

THE SYSTEM

One organized, always-current memory of your customers, decisions, processes and voice that every person and every AI system can ask.

🕒 BUILD TIME

2-4 weeks

🛠️ HOW IT'S BUILT

Low-code

🔌 WORKS WITH

Google Workspace or
Microsoft 365 + Slack
or Teams

👤 OWNER

Ops or RevOps lead,
with an engineer for
the first two weeks

How it works: everything you already have, organized into one memory

1 What you already have

📁 Drive or SharePoint

💬 Slack or Teams

📅 CRM

✉️ Email

👁️ Meeting recordings

📖 Wiki or Notion

🔄 Synced automatically, every hour

2 The brain: six drawers, every page linked to the pages it relates to

👥 Customers

Every account, its history and what we promised

👤 People & owners

Who owns what

📋 Decisions

What we decided, when and why

🔄 Processes

How each job gets done, step by step

📊 Products & pricing

What we sell, at what price

✍️ Voice & brand

How we write and what we never say

🔒 Same permissions as your tools · 📄 Every answer shows its source · 🏷️ Stale pages flagged to their owner

👁️ Read by people and by AI

3 People ask in Slack or Teams

"@brain what's our refund policy for annual plans?"

3 AI systems read the same pages

Proposal Builder

Automated Morning Brief

Instant Customer Answers

Content Engine

+15 more

Ask it anything

What did we promise Acme about onboarding?

A named onboarding lead and a kickoff within 10 working days of signature. Priya confirmed it on the 14 March call, and it's in section 4 of the signed proposal.

Acme · call notes, 14 Mar

Acme proposal v3, §4

Can we offer 15% off an annual plan?

Up to 10% without approval. Anything above needs the CFO, per the pricing decision from 2 September.

Decision log · 2 Sep

Pricing policy

Sample answers, fictional company.

The build: four weeks

Week 1 · Pick what matters

List the questions people ask most and the tools the answers live in. Choose the first six drawers.

Week 2 · Connect and organize

Sync the sources. Turn raw files into short, linked pages: one per customer, decision, process and product.

Week 3 · Add the “ask” layer

Let people ask in Slack or Teams, and let your AI systems read the same pages, with sources shown.

Week 4 · Owners and upkeep

Give every drawer an owner, refresh it automatically and flag pages that go stale.

Can we build it? FOR YOUR TECH LEAD



Tools you'll use

Where the knowledge lives today	Google Drive + Slack	or SharePoint + Teams
Keeping the brain in sync	n8n	or Make, Zapier, or a nightly script
The brain itself	Linked markdown pages in a repo or Notion	or Confluence, a vector database
Answering questions	Claude (Projects or API)	or ChatGPT, Gemini
Asking from chat	A Slack app	or A Teams bot



Three ways to build it

Start simple 2-3 days

Upload your key docs into a Claude or ChatGPT project for one team. No code, and you learn which questions people actually ask.

Production 2-4 weeks

n8n syncs your tools into linked pages every hour; a Slack app and your AI systems read them through one connector.

Custom 4-8 weeks

An engineer adds search across everything with permission checks per person, plus usage analytics.



Access it needs

- ◆ Read access to the drives, channels and CRM you connect
- ◆ A service account, so access can be audited and revoked
- ◆ Nothing it can send, delete or change: the brain only reads



Guardrails

- ◆ It only reads; it never changes the source tools
- ◆ People see only what they already have access to
- ◆ Every answer cites its source, and says “I don't know” when nothing matches
- ◆ Personal data and HR files stay out unless you decide otherwise



What to measure

- ◆ Time to find an answer, before and after
- ◆ Questions asked per week, and by how many people
- ◆ Share of answers with a source attached
- ◆ Pages flagged as stale, and how fast they get fixed



Who builds and runs it

An ops or RevOps owner who knows where things live, and an engineer for the connectors in weeks 1-2. After that, each drawer has an owner who spends about 30 minutes a week on it.

◆ **FREE, OPEN SOURCE, NO SIGN-UP**

20 AI systems every company should *build first.*

This playbook is one of 20. Each one solves a problem almost every company has, and shows how the system works, the tools it runs on, how long it takes to build and where a person signs off. Read them all, download any of them, and send them to your team.

[See all 20 playbooks →](#)

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WANT HELP BUILDING IT?

We'll build your first AI systems with your team.

In a free 30-minute call with our founder, we'll look at your tools and your week, and pick the playbooks that would save you the most time first.



Pallav Kaushish

Co-Founder, AiXGrowth

Free 30-minute call · No commitment

[Book a Strategy Call →](#)