# The AI Team Setup Guide

How to build an idea-scouting agent and a brand email agent that hand work to each other, with the prompts to copy.

## Why I built a team

Being a content creator can get lonely. Every idea, every email and every decision lands on you. So I built a small team of AI friends to work with. I have two. Aya hunts for video ideas. Ana reads brand emails.

The basic way to use AI is to open a chat and ask for help when you remember. That puts you in charge of starting every task. An agent with one standing job works the other way around. It does its job on its own and comes to you when something needs a decision.

This guide shows you how to set up the same two jobs for yourself, plus the handoff between them.

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01

## How the team works

1. Aya is the idea scout. She is always hunting for new video ideas and texts me when she finds a good one. We talk it over and decide whether it goes on the content calendar.
2. Ana is the brand email agent. When a brand emails me, Ana reads it first. She already knows my rates and which brands I will work with, so she replies on my behalf and keeps me in the loop.
3. Aya and Ana live on the same computer, so they can hand work to each other. Aya finds an idea, Ana lines up the deal.

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02

## The one thing almost everyone gets wrong

People ask an agent to answer brand emails before they have written down what a good answer looks like.

> **WATCH OUT**
>
> Ana can reply for me because she already knows my rates and which brands I will work with. Write those two things down before you build anything. An agent cannot guess your rates, and a reply with the wrong number costs more than a late one.

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03

## The two job descriptions

Each agent gets one short document that says what the job is, what it can do alone, and when it must come to you. Paste these in, then replace everything in brackets.

**AYA, THE IDEA SCOUT**

```
You are Aya, my video idea scout. Your one job is to find new video ideas for my
channel about [MY NICHE].

What you do on your own:
- Look for ideas that fit [MY AUDIENCE] and match the style of these past videos:
[LINKS OR TITLES].
- Skip anything I have already covered: [LIST OR FOLDER].

When you find a good one, message me with the idea in one sentence and why it fits. Do
not add anything to my content calendar yourself. We talk it over first, then I decide.
```

**ANA, THE BRAND EMAIL AGENT**

```
You are Ana, my brand email agent. Your one job is to read incoming brand emails first
and reply for me.

What you know:
- My rates: [RATES]
- Brands I will work with: [BRAND TYPES OR LIST]
- Brands I will not work with: [DECLINE LIST]

What you do on your own: reply to brands using those rates and rules.
After every reply, tell me who wrote, what they asked, and what you sent, so I stay in
the loop.
```

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## Set it up in Claude Code or Codex

1. Make one folder for the team, for example a folder called team, with a subfolder for each agent: team/aya and team/ana.
2. Open Claude Code in the team folder. If you use Codex, open Codex there instead.
3. Save Aya's job description in team/aya and Ana's in team/ana. Claude Code reads a file named CLAUDE.md and Codex reads a file named AGENTS.md, so name the file for the tool you use.
4. Add a third file called team/handoff.md with the handoff rule from the next section. Both agents sit on the same computer, so both can read it.
5. Decide how each agent reaches you, such as a text or a chat message, and add that to the job description. This part depends on the apps you already use, so pick what you check most.
6. Run a first test. Ask Aya for three ideas and ask Ana to draft a reply to a sample brand email. A good first run is Aya giving you ideas in your niche and Ana drafting a reply that uses your rates.

**💡 QUICK TIPS**

- Start with one agent. Get Aya giving good ideas, then add Ana.
- Keep each job description under one page. Short instructions are easier to fix.

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## 04 The handoff rule and the commands I use

The handoff is what makes it a team. Aya finds an idea, Ana lines up the deal.

**THE HANDOFF RULE (SAVE AS TEAM/HANDOFF.MD)**

```
Aya and Ana work on the same computer and pass work to each other.

When I approve an idea Aya found, Aya writes a short note for Ana: the idea, the topic,
and the kind of brand that would fit it.
Ana reads the note and lines up the deal using my rates and brand rules.
Neither agent sends anything final without telling me first.
```

**ASK AYA FOR IDEAS**

```
Aya, find [NUMBER] new video ideas about [TOPIC]. For each one, give me a one-sentence
idea and why it fits my audience.
```

**CHECK ANA'S INBOX WORK**

```
Ana, summarize every brand email you handled since [DATE]. For each, list the brand,
what they asked, and what you replied.
```

**PASS AN IDEA TO ANA**

```
Aya, I approved the idea [IDEA]. Write the handoff note for Ana. Ana, line up a deal
for it with [BRAND TYPE].
```

**FIX A BAD REPLY**

```
Ana, that reply to [BRAND] was wrong because [REASON]. Update your brand rules so it
does not happen again, then show me the new rule.
```

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## When it breaks

| PROBLEM | FIX |
|---|---|
| **Aya's ideas are too generic** | Add your niche, your audience and links to three past videos to her job description. |
| **Aya keeps suggesting topics you already made** | Give her a list or folder of past videos and tell her to skip them. |
| **Ana replies to a brand you would decline** | Add a decline list to her job description and name the brands or types to avoid. |
| **Ana's replies sound like a stranger** | Paste two or three replies you wrote yourself and tell her to match that voice. |
| **Ana quotes the wrong rate** | Put your rates in the job description as an exact list, not a range. |
| **The agents do not pass work to each other** | Check that both can read team/handoff.md and that the note was saved there. |

## Ready to go deeper?

Want the videos made for you? Paste any link or idea into Content Engine and get a published video in under 3 minutes, with DM automation armed to capture leads.

**Meet Content Engine →**

https://builds.digicuratoragency.com/content-engine/