

The All Purpose Kit build checklist

Work through this while you build, and again after any change to the scenario.

1. Credentials

- ☐ One sheet holds every API key, client ID and client secret.
- ☐ Each row records where the credential came from, as a link to the page that issued it.
- ☐ Each row records the date it was created.
- ☐ The sheet is shared with named accounts only, never with anyone who has the link.
- ☐ The sheet does not sit in the folder the scenario watches.
- ☐ Anything ever pasted into a chat or a message has been rotated.

2. The Google connection

- ☐ A project exists in the Google Cloud Console.
- ☐ The Google Drive API is enabled inside that project.
- ☐ The redirect address was copied from Make, not retyped, and has no trailing slash.
- ☐ The client ID and client secret are in the credentials sheet.
- ☐ Both were entered under Advanced settings on the Make connection.
- ☐ The connection is a restricted one, holding the least access needed.

3. Watch and download

- ☐ The trigger watches by created time, not modified time.
- ☐ File types is set to all.
- ☐ The limit is 1 while testing.
- ☐ The watched folder is separate from your working folders.
- ☐ A download module sits between the trigger and the transcription.
- ☐ Its File ID is mapped to the id from the trigger.

4. The recording itself

- ☐ The subject is stated in the first sentence.
 - ☐ Proper nouns are said and then spelled aloud.
 - ☐ The structure is announced: there are three things, the first, the second.
 - ☐ Every sentence is finished.
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- ☐ Nothing refers back to something said earlier.
 - ☐ Each point carries one concrete example.
 - ☐ Recorded close to the microphone, in a soft room, one speaker at a time.
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5. Transcription

- ☐ The file is mapped from the download module, not the trigger.
 - ☐ Temperature is set to 0.
 - ☐ Log probabilities are off.
 - ☐ The recording is audio-only where possible, and under the size limit.
 - ☐ The recording is around ten minutes or less.
 - ☐ The language is stated explicitly if the field exists.
 - ☐ The transcript has been read: full length, proper nouns correct, not empty.
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6. Routers and cost

- ☐ Every paid module that all routes need sits above the router, not below it.
 - ☐ Only work that genuinely differs per destination sits below a router.
 - ☐ The most important destination is on the first route.
 - ☐ I know that routes run in sequence, not simultaneously.
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7. Filters, limits and handlers

- ☐ Every filter has been opened and its conditions read.
 - ☐ No filter has an empty condition list.
 - ☐ No filter sits below the cost it is meant to prevent.
 - ☐ A limit is set on the trigger.
 - ☐ Every module calling an outside service has an error directive attached.
 - ☐ The directive is chosen per module: Break to retry, Ignore to skip, Resume for cosmetic fields.
 - ☐ No transcription or generation module uses Ignore.
 - ☐ The alert is attached to failure, not to success.
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8. Prompts

- ☐ Every prompt names its source variable explicitly.
 - ☐ Every limit in a prompt is a number, not an adjective.
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- ☐ Every prompt carries the perspective instruction and the rhythm instruction.
 - ☐ Every prompt carries the same recurring terms and the same banned list.
 - ☐ The banned list was built from my own output, not copied.
 - ☐ The single most important constraint is restated at the end of the prompt.
 - ☐ No prompt asks for a summary when a rewrite is wanted.
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9. Testing

- ☐ Every prompt was tested in the AI tool before it went into a module.
 - ☐ It was tested against a real transcript from the archive document.
 - ☐ It was tested against my worst recording, not my best.
 - ☐ Two models were compared on the same prompt and transcript.
 - ☐ Max output length is set above what I actually want.
 - ☐ Generation temperature is around 0.7.
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10. Destinations

- ☐ AI output is mapped as choices then message content, not the object.
 - ☐ The tracking sheet has its five columns set up before the first run.
 - ☐ The status column is filled with a value later scenarios can read.
 - ☐ The transcript document is written to a deliberate folder, not the root.
 - ☐ Every external destination is set to draft.
 - ☐ The WordPress category is the correct numeric ID.
 - ☐ The MailerLite group is the correct numeric ID.
 - ☐ Any mapping pointing at a module that no longer exists has been deleted.
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11. Before you leave it running

- ☐ The scenario has run once end to end on one recording.
 - ☐ Every output was opened and read, not just reported as successful.
 - ☐ I know what a normal run costs in operations.
 - ☐ Four lines are written down: what it does, what it needs, what breaks it, where it writes.
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Generate above, distribute below. Test before you wire. And the transcript is the ceiling.