

The AI Minimum Operating System

The essential AI workflows every \$1M–\$20M founder-led company should have installed.
Nineteen installations across eight sections of the business.

THE PREMISE

Tools change every six months. *The business functions that should be automated do not.*

What follows is not a tool list. It is an operating system: nineteen workflows that, once installed, run the administrative and informational layer of a company so that people can spend their time on judgment, relationships and building.

The technology is now mature enough to support all of it, across email, documents, meetings and thousands of connected applications.

I THE FOUNDATION

- 01 Company AI Brain**
Institutional knowledge stops living in a handful of heads.

II FOUNDER TIME AND ATTENTION

- 02 AI Inbox Manager**
Founder gets out of email.
- 03 AI Executive Daily Brief**
CEO attention moves toward exceptions and decisions.
- 04 AI Calendar Conflict and Load Guard**
The executive calendar stops failing in front of customers.
- 05 AI Founder Research and Decision Agent**
Increase the founder's decision-making bandwidth.

III MEETINGS AND FOLLOW-THROUGH

- 06 AI Meeting Intelligence**
Nothing discussed gets lost.
- 07 AI Action-Item and Accountability Engine**
Radical increase in organizational follow-through.
- 08 Stale Task Detector**
Problems surface early enough to still be fixable.
- 09 Waiting-on-Reply Tracker**
Deals and requests stop dying quietly in the inbox.

IV REVENUE

- 10 AI CRM Autopilot**
Clean CRM without salespeople doing clerical work.
- 11 AI Marketing Content Engine**
5–10× content leverage.

V CUSTOMERS

12 AI Customer-Service Front Line

Faster customer response with dramatically less repetitive labor.

13 AI Voice-of-the-Customer Engine

Turn thousands of conversations into management intelligence.

VII MONEY AND REPORTING

17 AI Financial Close and Bookkeeping Assistant

Cleaner books and faster financial visibility.

18 AI Weekly Report Generator

Management reporting happens without anyone producing it.

VI OPERATIONS AND ADMINISTRATION

14 AI Intake and Request Router

Every request enters a system instead of someone's memory.

15 AI Leave and Approval Flow

Administrative approvals stop consuming management attention.

16 AI Renewal and Contract Watchdog

No silent auto-renewals, and recoverable spend becomes visible.

VIII PEOPLE

19 AI Recruiting and Onboarding Assistant

Faster hiring and dramatically faster time-to-productivity.

STEP ONE

Install the Foundation

Everything the company knows, indexed into one AI layer and answered on demand with sources.

STEP TWO

Free the founder's week

Inbox, brief, calendar and research move off the founder's desk.

STEP THREE

Layer on the rest

Follow-through, revenue, customers, operations, reporting and hiring, in the order that pays.

WHERE TO START

We do not replace your people. *We give them the system they have been asking for.*

Each installation is priced individually and installed by our own AI architecture and engineering team. Custom development is scoped independently.

apeterson@go4tpg.com

go4tpg.com