

Checklist: Standardizing your team's AI use

✓ Create a unified, approved toolset.

Don't let developers pick whatever tool they want. Pick one approved toolset your dev team will use (you can choose it together). Make sure they all use it on company accounts, not personal ones.

✓ Agree on the agents, skills, and MCP servers.

Same as with tools. Decide which ones you'll actually use, and make sure everyone's on the same setup.

✓ Keep shared context files in the repo.

Put AI-relevant info in files everyone on the team can access, right in the repo. That way, every dev's agent works with the same information, not whatever it happens to already know.

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✓ **Standardize prompts and review schemas.**

Agree on the prompts your team uses for common tasks, and the schemas you follow when reviewing AI-generated code. That way every developer's output can be checked against the same standard.

✓ **Share the model's memory.**

Use versioned context files, like project MD files, as a living part of the repo. Keep them updated as the project changes, so every agent works from the same, current context instead of something outdated.

✓ **Share what you learn.**

Prompts that work, useful workflows, new tools worth trying out, etc. Whatever your team picks up along the way should reach everyone, not stay with that one person who found it.

✓ **You don't have to figure it out alone. Consult for free.**

This checklist is a great place to start, but putting it into practice isn't always as straightforward. Take this **opportunity to discuss all concerns and bottlenecks with our CTO** during a free consultation.

Set up a meeting: [go to our calendar](#).