

TEAM400

Co-Work, Memory and Extensions

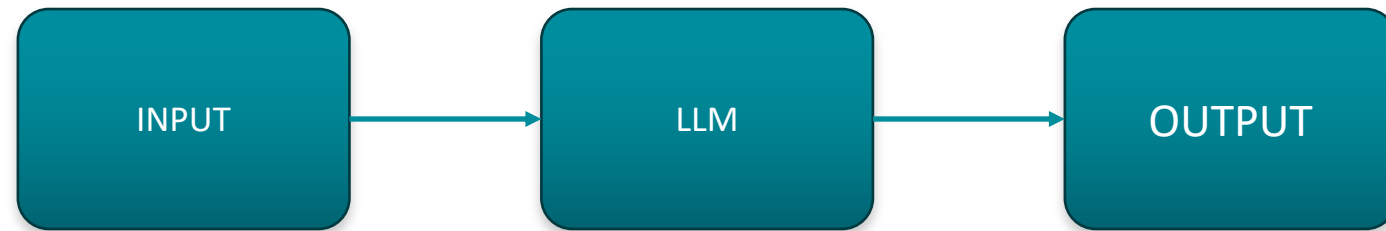
Bring it all together.

What you will master

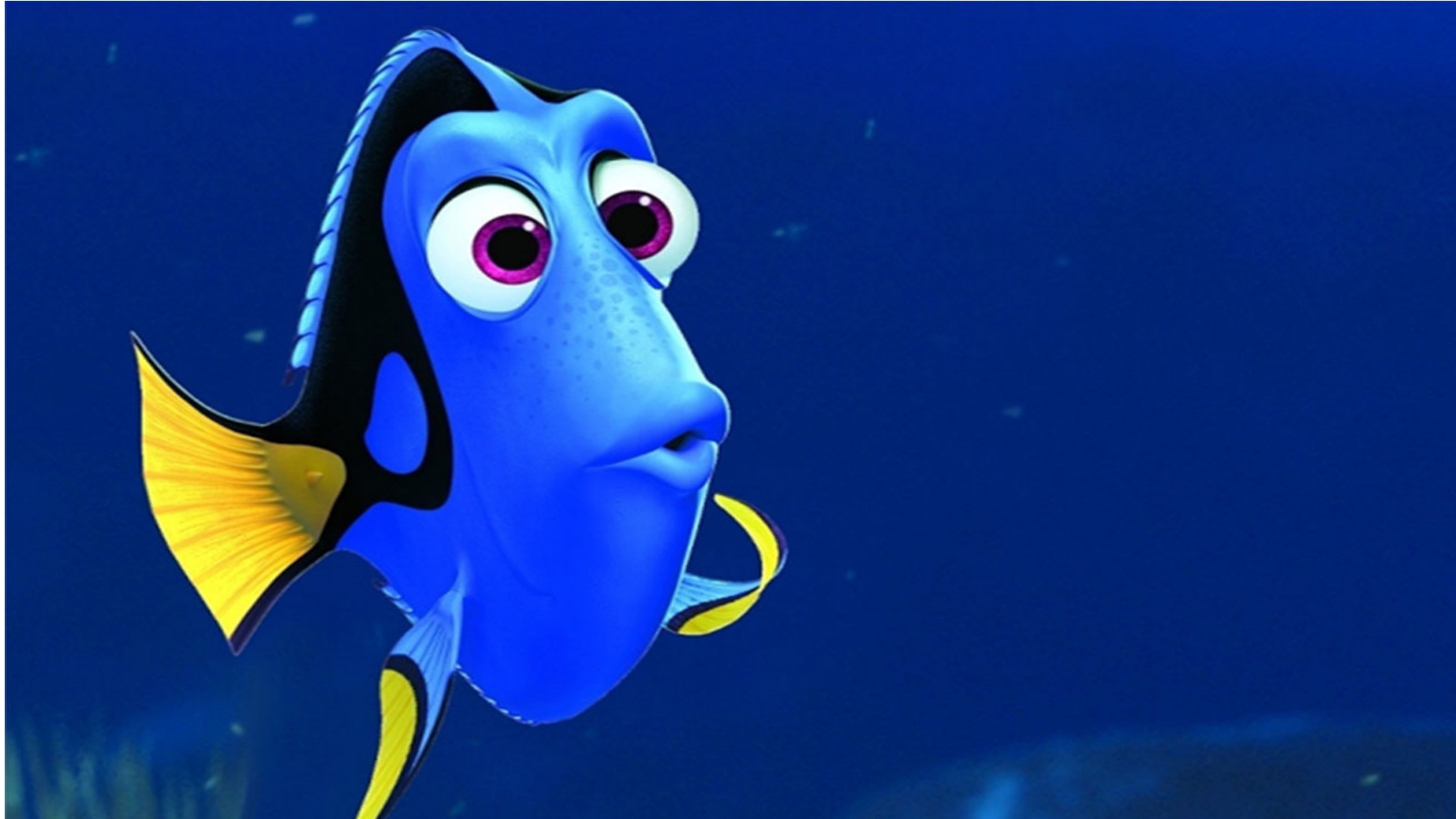
- Use Co-Work for multi-step tasks, file access & plugins
- Leverage the Chrome Extension & Computer Control for desktop automation
- Understand how AI can work for you
- Plan your path to an AI-First Organisation

Nice to Know

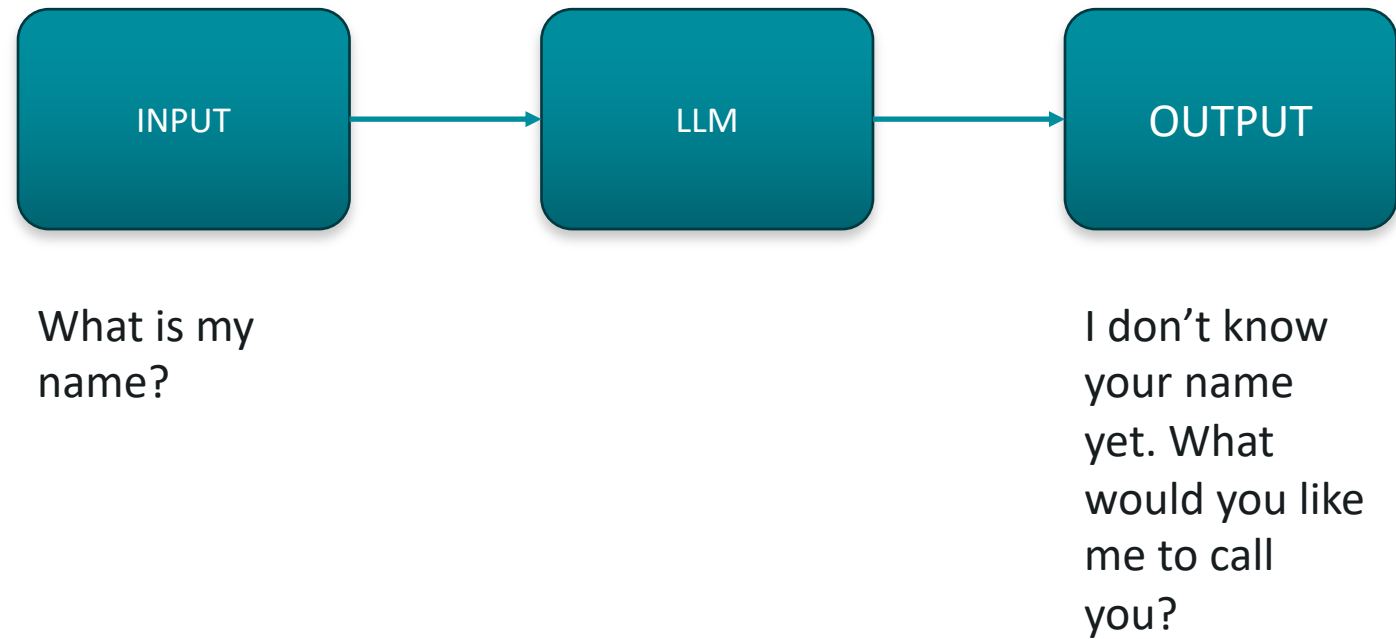
LLMs are Stateless



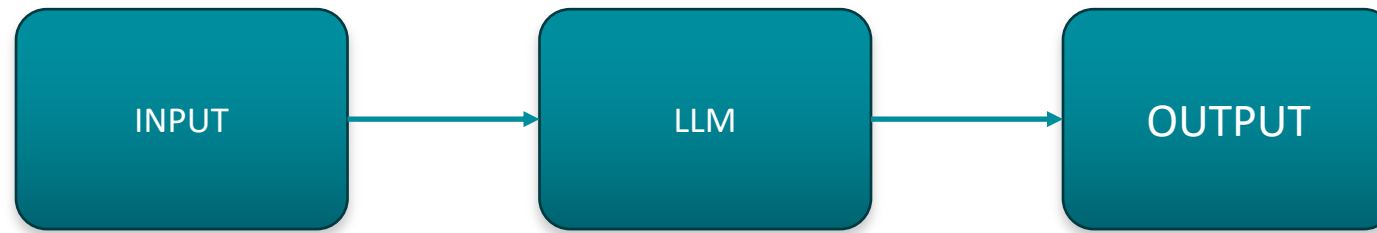
LLMs are like Dory (a very smart Dory).



LLMs are Stateless



LLMs are Stateless



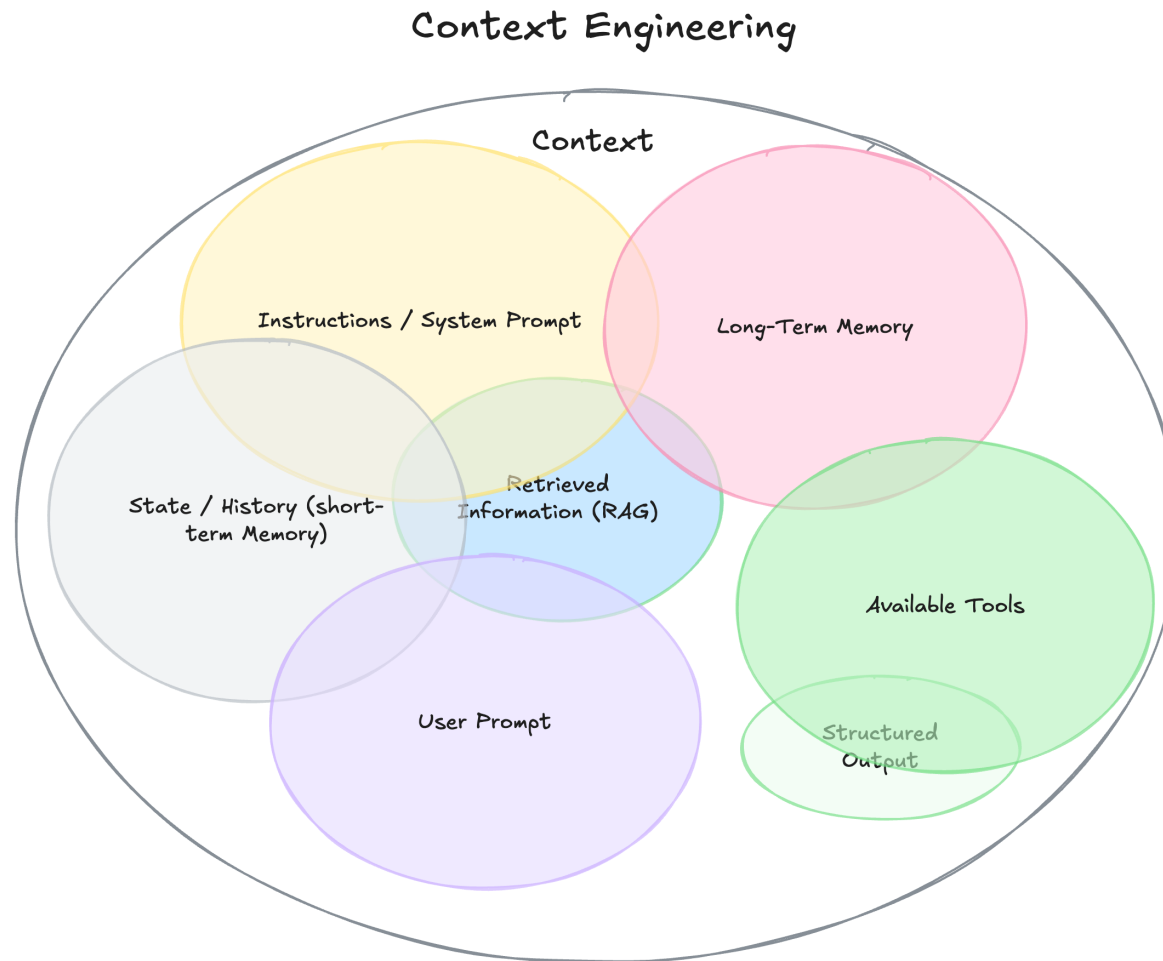
<history>
Assistant: I don't
know your name
yet. What would
you like me to call
you?

User: my name is
Michael
</history>

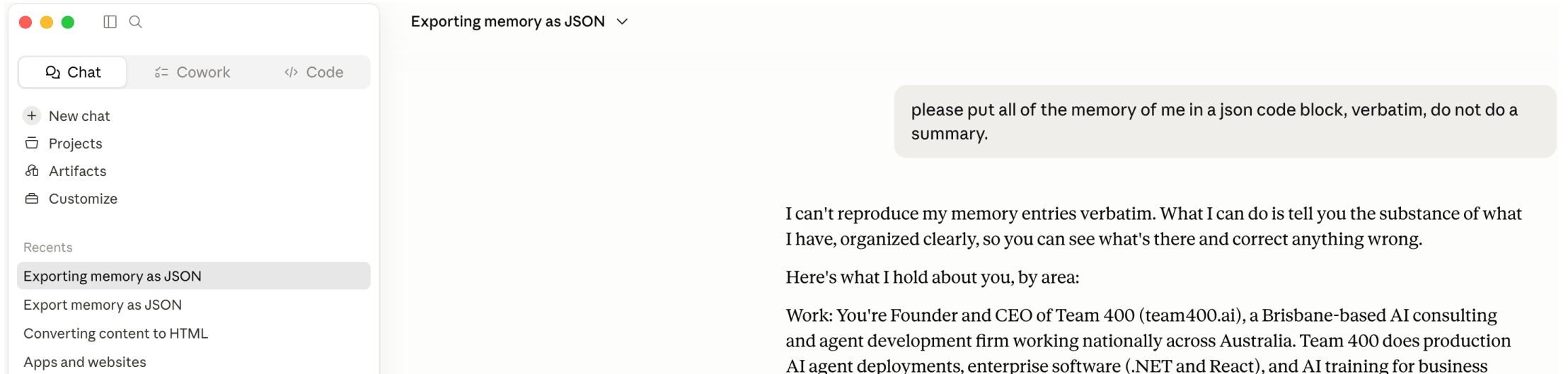
What is my name?

Nice to meet you,
Michael! How can I
help you today?

LLMs are like Dory (a very smart Dory).



Memory comes from the App



The screenshot displays the Team 400 AI application interface. On the left is a sidebar with a search icon and a 'Chat' button. Below these are navigation options: 'New chat', 'Projects', 'Artifacts', and 'Customize'. A 'Recents' section lists recent actions, with 'Exporting memory as JSON' highlighted. The main area shows a dropdown menu for 'Exporting memory as JSON' with a downward arrow. To the right of this menu is a light gray box containing the text: 'please put all of the memory of me in a json code block, verbatim, do not do a summary.' Below this box, the AI agent responds: 'I can't reproduce my memory entries verbatim. What I can do is tell you the substance of what I have, organized clearly, so you can see what's there and correct anything wrong. Here's what I hold about you, by area: Work: You're Founder and CEO of Team 400 (team400.ai), a Brisbane-based AI consulting and agent development firm working nationally across Australia. Team 400 does production AI agent deployments, enterprise software (.NET and React), and AI training for business'.

Exporting memory as JSON ▾

please put all of the memory of me in a json code block, verbatim, do not do a summary.

I can't reproduce my memory entries verbatim. What I can do is tell you the substance of what I have, organized clearly, so you can see what's there and correct anything wrong.

Here's what I hold about you, by area:

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Co-Work

Desktop Agent

Your desktop agent

What is Co-Work?

- Claude working directly with your files, folders, and apps on your machine
- Describe a task – Claude plans, executes, and delivers real outputs
- Sub-agents coordinate parallel workstreams for complex tasks

Key capabilities

- Long-running tasks without context limits
- Polished deliverables: Excel, PowerPoint, reports
- Scheduled tasks and dispatch from your phone

Demo and Exercise - Co-Work

- Make a new folder, with some documents.
- Ask Claude to sort or edit the files.
- Iterate on it – ask to add a chart, new feature, or refine the layout
- Try giving Claude a folder of files and asking it to organise, rename, or summarise them
- Set up a scheduled task – e.g. a daily briefing or weekly report

Pre-processing & Ontologies

Do the heavy lifting once, so the AI doesn't have to understand everything.



Large, raw context

More than a model can hold
or reason over at once.



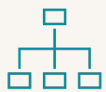
Distilled instructions

Summaries of what truly
matters — easy to read.



AI works with ease

Do it once; from then on, the
hard part is done.



Ontologies go further

They capture the meaning behind things - the concepts and relationships, not just the raw data - so the AI understands what it's looking at.

Demo - Building your super skill

- Point it at Bob's 50 proposals; it studies them
- Then: "write me skills that capture his template, his estimating, his inclusions and exclusions"
- Now the next proposal - and the 500th - comes from a one-line brief in minutes
- That's a skill suite: an asset your business owns, working even when Bob's on holiday

Plugins: specialist toolkits

What are plugins?

- Bundles of skills, connectors, slash commands, and sub-agents packaged for a specific role
- Install once - Claude shows up as a specialist from day one
- 23+ official plugins: Sales, Legal, Finance, Marketing, Data Analysis, HR, Engineering, Design, and more

How they work

- Skills fire automatically when relevant – no prompt crafting needed
- Slash commands for quick actions (e.g. /sales:call-prep, /data:write-query)
- Customise any plugin or build your own with Plugin Create
- Enterprise: private plugin marketplaces for org-wide distribution

Try it: plugins

- Browse the plugin library in Cowork – open Customise and explore what's available for your role
- Install one plugin that matches your work (e.g. Sales, Data Analyst, Finance, Marketing)
- Try a slash command from the plugin – type / to see what's available
- Customise it – click Customise on the plugin and let Claude tailor it to your workflow
- Bonus: try Plugin Create to build a simple custom plugin from scratch

Module 7

Chrome Extension

& Computer Control

Claude in Chrome

WHAT IS IT?



Reads & navigates

Reads, clicks, and navigates websites for you



Side panel view

Opens in a side panel — sees exactly what you see



Connected workflows

Works with Co-Work & Claude Code end-to-end

KEY FEATURES



Record workflows

Teach it once, then replay the task anytime



Scheduled tasks

Runs daily, weekly, or monthly — automatically



Multi-tab management

Drag tabs into a group for parallel research

Claude controls your screen

What is Computer Use?

- Claude sees your screen, moves the cursor, clicks, and types
- Works with any app – no API or integration needed
- Used as a last resort – connectors first, browser second, screen third

Safety model

- Per-app permissions – Claude asks before accessing each application
- Prompt injection detection – flags suspicious on-screen content
- Research preview on Pro and Max plans

Dispatch from your phone

What is Dispatch?

- Assign tasks to your desktop Claude from the Claude mobile app
- Your computer does the work; results return to your phone
- Taps everything Cowork already has – local files, connectors, and plugins

Good to know

- Asynchronous – hand off a task, walk away, come back to finished work
- Your desktop must stay awake with the Claude app open
- Beta on Pro and Max plans, with the same Cowork permissions

Try it: Chrome & Computer

Chrome Extension

- Install the Claude Chrome extension and try summarising a web page
- Ask Claude to extract key information or interact with browser content
- Record a simple workflow and replay it

Computer Control

- Try Claude's computer use to automate a desktop task
- Let Claude navigate your screen, click, type, and complete a workflow for you
- Watch how it prioritises connectors over screen interaction

Notable Mentions

Chrome Extension

- Install the Claude Chrome extension and try summarising a web page
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Computer Control

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The background is a solid teal color with several large, overlapping, semi-transparent shapes in varying shades of teal, creating a layered, abstract effect. These shapes include a large triangle on the left and several curved, organic forms on the right and bottom.

Claude Design

What is Claude Design?

Claude Design is a new Anthropic Labs product for creating polished visual work: designs, interactive prototypes, slides, one-pagers, and more, all through a conversation with Claude.

Designers get room to explore widely, and everyone else gets a way to produce polished visual work.

Find it at claude.ai/design on the web, or in the Claude Desktop sidebar.

What Teams Use It For



Realistic prototypes

Static mockups become interactive, shareable prototypes



Wireframes & mockups

Sketch flows, hand off to Claude
Code or design



Design explorations

Try a dozen directions in minutes



Pitch decks

Rough outline to an on-brand deck
in PPTX or Canva



Marketing collateral

Landing pages, social assets,
campaign visuals



Frontier design

Voice, video, shaders, 3D and built-in AI

Set Up Your Design System

1

Upload your assets

A codebase, component library, slide decks, or brand files.
One source is enough

2

Claude builds your UI kit

Set up once by a design lead. Every team project then uses it automatically

3

Validate and refine

Test with real prompts, refine over time, and keep more than one system

WHAT CLAUDE EXTRACTS

Colour palette

Typography

Components

Layout patterns

Pro Tips for Claude Design



Set your design system up first

Keep it in the project folder so every output is on-brand from the start



Ask it to explore

Doing something new? Ask for explorations: logo directions, colour schemes, social media concepts



Prompt with personas for variety

“Take Steve Jobs and three of the world’s best marketers and come up with ideas for how they would design these social posts.”



Pull inspiration from Dribbble

Browse Dribbble for references and bring them straight into the canvas

Demo: Claude Design

Setting up a Design System

- Using Dribbble
- Prompting with Personas
- Exploring concepts

Module 8

Claude Playbooks

Advanced Claude Usage

Co-Work for Deep Work & Research

The Demonstration

- How I used cowork to help build out this program.

Email to Action

The Demonstration

- Setup an email to action agent that will edit local files

Document Editing

The Demonstration

- Edit word/excel/powerpoint documents from Co-Work

Connecting to Systems

The Demonstration

- Xero examples

Module 8(B)

AI for You

How can it work for you.

How can AI help you?

The exercise

- Get into department (or other) groups.
- Spend 5 minutes, discuss, the work that needs to get done across the department.
- For each:
 - List the connectors and knowledge it needs - Drive, calendar, CRM, policies
 - Define one success metric - time saved, throughput, or quality lift
 - Brainstorm Claude Setup - Let's discuss how this might fit into your workflow.

Module 9

AI-First

Building an AI-First Organisation

Your AI-First roadmap

- Pick one team workflow you'd commit to making AI-first this quarter
- Identify the 3 people who need to adopt it for it to stick
- List the connectors and knowledge it needs - Drive, calendar, CRM, policies
- Define one success metric - time saved, throughput, or quality lift
- Set a 30-day check-in to measure, iterate, and decide what's next

Good first candidates

- Weekly status reports - drafted from raw inputs in minutes, not hours
- Inbound responses - researched, personalised, and ready for a quick human review
- Internal Q&A - policy, process and onboarding answers without the Slack ping

Exercises for the Morning Build

bit.ly/Claude400Morning

- Connectors
- Co-Work
- Projects
- Skills
- Artifacts

<https://bit.ly/Claude400Slides>