ANTHROPIC CLAUDE & WORKSPACE STUDIOS • FIELD GUIDE

Claude Duet

Anthropic's proactive cloud chief of staff powered by Claude Opus 5.5—delivering Morning Briefs, running persistent Cloud VM and headless browser tasks while your devices stay off, organizing Channels with unified Memory, and pausing at Human-in-the-Loop approval gates.

Proactive Morning Brief | Persistent Cloud VM & Browser | Claude Opus 5.5 Engine | 4-Tab Studio & Channels | Shared Memory & Skills | HITL Approval Gates



It Messages You First

Instead of waiting for prompts, Duet sweeps Gmail, Calendar, Slack, and connected apps every few hours and sends a concise Morning Brief of real decisions.

Works While Your Laptop Sleeps

Every task executes inside an isolated Cloud VM with a headless browser on Anthropic servers—finishing deep research or financial forecasts with your phone powered off.

Autonomous Read, Gated Write

Duet researches, models, and drafts freely overnight, yet hard-stops behind an Approval Gate with full payload previews before sending, paying, signing, or deleting.

From Reactive Chat to an Always-On Cloud Chief of Staff

Traditional AI chat sits completely silent until you open a browser tab and type a prompt. Launched on October 21, 2026 as a research preview powered by **Claude Opus 4.5**, **Claude Duet** flips that relationship upside down: it monitors your connected tools asynchronously in the cloud and reaches out only when something genuinely deserves your judgment.

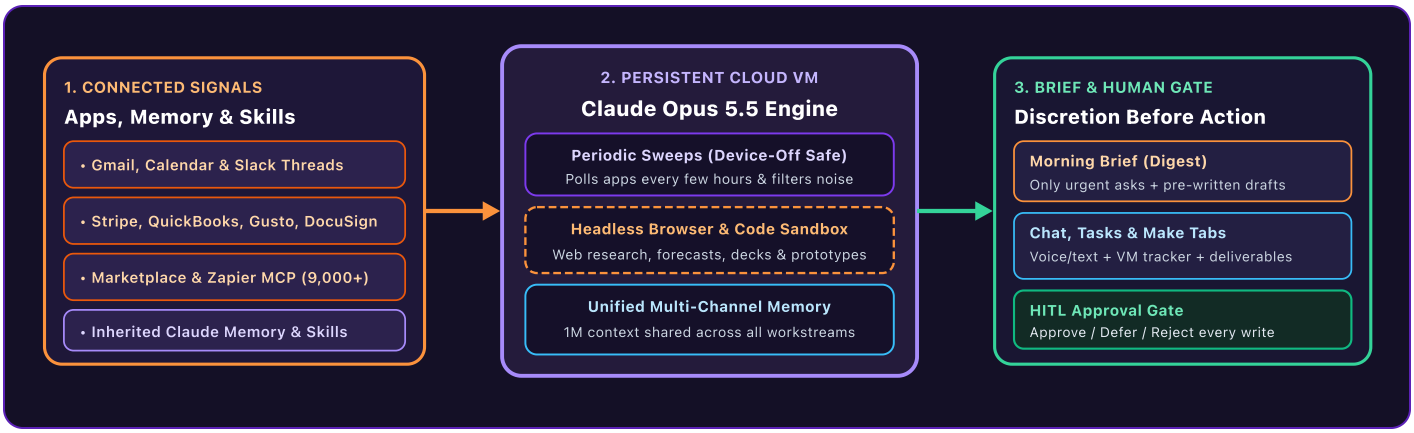
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Golden Rule: Free to Draft, Gated to Act All

Reactive Chat vs. Asynchronous Cloud Autonomy

Standard chat requires your active attention from start to finish. By contrast, Claude Duet operates inside a persistent **Cloud Virtual Machine (VM)** with its own **headless cloud browser** and 1-million-token Opus 5.5 reasoning context. You can assign a multi-step supplier audit from your phone before dinner, turn your laptop completely off, and wake up to a finished financial model and pre-drafted replies ready for single-tap approval.

Architecture: Overnight Signal Sweeps, Cloud VM Execution & Approval Gate



Built on Discretion, Not Constant Notification Noise

Anthropic tuned Duet to act like a seasoned human chief of staff: instead of forwarding 150 Slack pings, it reads silently in the background, handles low-risk research and drafting, and interrupts you only when a decision or external write needs your sign-off.

Plans, Usage Quotas & Ecosystem Decision Matrix

Claude Duet debuted on October 21, 2026 as a US waitlist research preview across standalone **iOS**, **Android**, and web (`claude.ai`)—drawing directly from your subscription's unified model usage pool at no extra monthly fee.

1 Subscription Tiers & Usage Pool

- **Claude Pro ($20/mo):** Waitlist access to Duet with standard 5-hour session and weekly usage limits shared across Duet, web, and Claude Code.
- **Claude Max ($100/mo):** Provides 5× Pro capacity—comfortable headroom for daily Morning Briefs plus multi-step Make research jobs.
- **Claude Ultra ($200/mo):** Delivers 10× Pro weekly allowance, $200/mo API credits, and removes the 5-hour session cap for verified accounts running always-on agents.
- **Team & Enterprise:** Not yet supported during the Oct–Nov 2026 research preview (no org admin console or corporate DPA coverage yet).

2 60-Second Onboarding Checklist

1. Join the US waitlist on your eligible **Pro, Max, or Ultra** account and sign into the standalone Duet mobile app or `claude.ai`.
2. Inspect inherited **Claude Memory** topics and custom **Skills** carried over automatically from your primary Claude profile.
3. Authorize core communication connectors (**Gmail, Google Calendar, Slack**) plus Marketplace or **Zapier MCP** tools.
4. Configure your Morning Brief delivery window and quiet hours before creating focused workstream **Channels**.

Quota Watch: Background Multi-Turn Tasks Share Your Account Pool

Duet has no separate credit wallet—every periodic app sweep and multi-turn Opus 5.5 Cloud VM task consumes standard turns from your Pro, Max, or Ultra quota. Keep periodic sweeps scoped to priority folders and VIP channels so background work never starves daytime chats.

Ecosystem Decision Matrix: Picking the Right Anthropic Agent

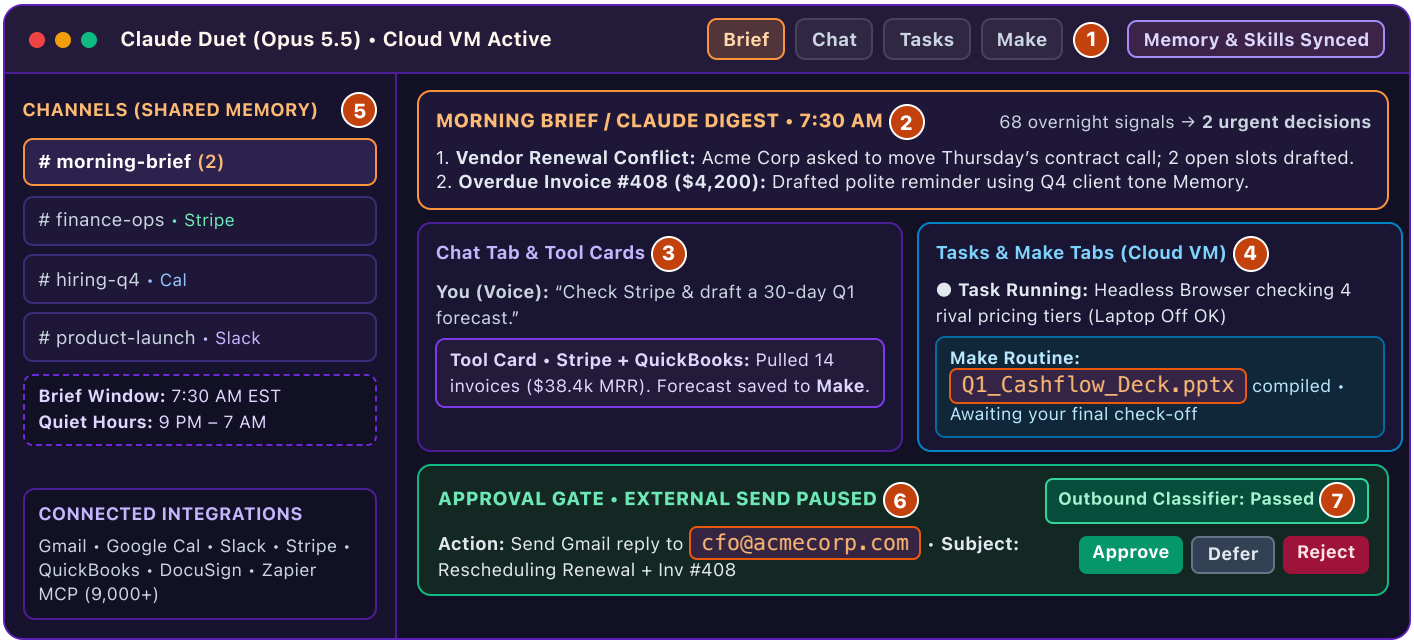
Anthropic Tool	Execution Environment	Initiative Style	Local Device Need	Best Used For
Claude Duet *Proactive Cloud Agent*	Persistent Cloud VM + Headless Cloud Browser (Opus 5.5).	**Messages You First:** Sweeps apps & sends Morning Briefs.	**Zero:** Runs cleanly with laptop & phone powered off.	Daily triage, inbox & billing oversight, async web research & forecasts.
Claude Cowork *Desktop & Local Agent*	Claude Desktop macOS + Cloud Remote Hybrid + Computer Use.	**Prompt-Driven:** You assign a job or point to local folders.	**Required for Local:** Mounted Mac folders & GUI clicks.	Organizing local PDFs, Keynote/ERP desktop automation, Chrome flows.
Claude Projects *Knowledge Workspace*	Web & Desktop persistent document, code & thread hub.	**Reactive Workspace:** Grounded Q&A and parallel threads.	**Zero:** Browser/app access to pinned Project files.	Long-term RFCs, codebase context, team style guides & multi-file specs.
Scheduled Runs *Cron Automations*	Headless cloud or CLI sessions triggered on fixed intervals.	**Clock-Triggered:** Runs prompt on strict cron schedule.	**Zero (Cloud) / Awake (Local):** Depends on target.	Nightly repo dependency audits, weekly CSV rollups & recurring checks.

Clear Boundary: Cloud Apps & Mobile Nudges = Duet; Local Disk & Mac GUI = Cowork

Reach for **Claude Duet** whenever work flows through Gmail, Calendar, Slack, Stripe, or public websites while you are away from your desk. Switch to **Claude Cowork** whenever Claude needs direct access to local hard-drive folders or native macOS software without an API.

Annotated Tour: Inside the Claude Duet Studio

Whether opened on iOS, Android, or `claude.ai`, Claude Duet organizes proactive intelligence across four clean workspace tabs alongside dedicated **Channels** and an unmistakable **Human-in-the-Loop Approval Gate**.



1 4-Tab Navigation Bar: Switch seamlessly between your proactive **Brief** digest, continuous **Chat**, live Cloud VM **Tasks**, and **Make** templates/outputs.

2 Morning Brief / Claude Digest: Synthesizes overnight Gmail, Calendar, Slack, and Marketplace events into just the decisions and drafts needing you.

3 Chat Tab & Inline Tool Cards: Speak or type naturally in one ongoing thread while live Stripe, Calendar, or Slack cards display structured evidence inline.

4 Tasks & Make Tabs: Track active background Cloud VM jobs (you manually mark major tasks done) and open compiled forecasts, decks, or routines in Make.

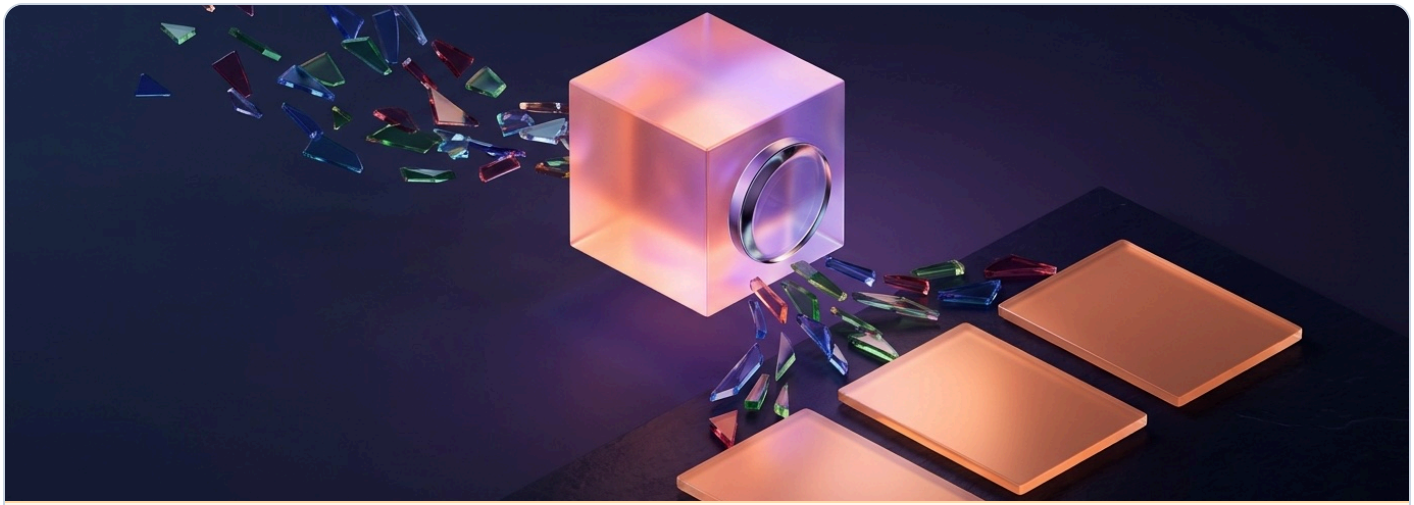
5 Topic Channels: Isolate Finance, Hiring, or Launch threads with dedicated instructions while sharing unified **Claude Memory** and **Skills**.

6 HITL Approval Gate Card: Hard-stops every external write (send, pay, sign, delete) with full payload preview and **Approve / Defer / Reject** controls.

7 Outbound Security Classifier & Credential Shield: Before an Approval Card renders, an independent classifier verifies no unrequested card numbers, government IDs, or credentials leaked into external drafts.

Mastering the Morning Brief & Overnight Sweeps

Most professionals start their morning drowning in 90 unread emails, 14 Slack channels, and double-booked calendar invites. Duet's **Morning Brief (Claude Digest)** clears that clutter before your alarm rings—handing you only high-leverage choices with replies already written.



Overnight Signal Compression: Duet's Cloud VM polls authorized Gmail, Google Calendar, Slack, and SaaS feeds every few hours, strips routine chatter, and distills scattered threads into calm, action-ready Morning Brief cards.

The 4-Stage Overnight Briefing Cycle

1 Periodic Background Sweeps

Every few hours—and once shortly before your morning wake time—Duet queries your linked Gmail inbox, Google Calendar, Slack workspaces, and Marketplace or Zapier MCP connectors from its isolated cloud VM.

2 Signal-vs-Noise Filtering

Opus 5.5 discards newsletters, cold sales outreach, and resolved bot alerts. It surfaces only scheduling collisions, direct human questions, overdue billing, and stalled deliverables matching your Memory priorities.

3 Ready-to-Send Reply Drafts

Rather than merely summarizing problems, Duet prepares concrete solutions: a calendar reschedule proposal checking actual free slots, or a polite client reply matched to your tone preferences in Memory.

4 90-Second Triage at Breakfast

Unlock iOS, Android, or web over coffee: tap **Approve** to dispatch a clean draft, tap **Defer** (`Not now`) to revisit at 2 PM, or open Chat to tweak wording before sending.

```
Brief Calibration Prompt (paste into your main #morning-brief Channel once):
"Deliver my Morning Brief at 7:30 AM EST. Sweep Gmail (Primary + VIP clients), Google Calendar (next 72 hours),
Slack (#ops-escalations and direct @mentions only), and Stripe unpaid invoices. Ignore newsletters, GitHub bot
notifications, and automated receipts. Group findings into Urgent Decisions, Calendar Conflicts, and Ready Drafts—
never exceed 5 items total, and pause every outgoing message at the Approval Gate."
```

Smart Quota Habit: Exclude High-Chatter Folders on Day One

Because every background sweep draws from your shared Pro, Max, or Ultra usage pool, explicitly tell Duet which noisy Slack channels, mailing lists, and label archives to skip. Tight scope yields sharper Morning Briefs and doubles your daily turn headroom.

Cloud VM, Headless Browser & Routine Prompt Anatomy

Unlike mobile chat wrappers that pause the moment your screen dims, Claude Duet commands an isolated **Cloud Virtual Machine** with a built-in **headless cloud browser** and execution sandbox—turning multi-hour research and modeling into async background jobs.

Inside Duet's Persistent Cloud VM

- **Headless Cloud Browser:** Visits vendor portals, regulatory filings, live competitor pricing pages, and web sources that lack public APIs.
- **Deliverables Engine (Make Tab):** Compiles financial forecasts, slide decks, interactive dashboards, research memos, and web prototypes inside its sandbox.
- **Live Source Monitoring:** Watches changing web pages or SaaS dashboards asynchronously and alerts you in Chat or Tasks when thresholds trip.
- **Zero Device Tether:** Close your MacBook or lose subway signal—the Cloud VM finishes cleanly and syncs results to Tasks and Make.

Make Templates vs. Tasks Oversight

- **Make Tab Starters:** Launch proven routines in one click—including *Daily Inbox Triage*, *Structured Daily Planning*, *Expense Reconciliation*, and *Competitor Watch*.
- **Tasks Tab Transparency:** Inspect live VM steps, fetched browser URLs, and drafted outputs in real time without cluttering your Chat feed.
- **Manual Completion Rule:** Duet prepares deliverables and clears blockers, yet **you manually mark major Tasks complete** so important work never disappears quietly.

The 5-Part Proactive Routine Prompt Anatomy

Whenever you configure a recurring Channel monitor or custom Make routine, including all five color-coded clauses prevents missed triggers, runaway token burn, and unwanted draft surprises:

[1. Cadence & Trigger] Run every Monday and Thursday at 7:00 AM EST (or immediately when a new renewal thread hits Gmail), [2. Scoped Connectors & VM Tools] check HubSpot deals via Zapier MCP, pull QuickBooks payment status, and use the Headless Cloud Browser to inspect each client's latest press page, [3. Triage & Synthesis Filter] apply our `Customer_Health_Skill` to flag only renewals within 45 days showing open invoices or silence over 10 days, [4. Deliverable & Draft Output] build a 1-page Risk Dashboard in **Make** plus a tailored check-in email draft for each flagged account, [5. Approval Gate Boundary] and pause at the Approval Gate for explicit confirmation before sending any email or updating CRM deal stages.

Routine Component	What It Governs in the Cloud VM	Failure Mode When Omitted
Cadence & Trigger	Defines exact sweep intervals, quiet hours, or event thresholds that wake Duet.	Polls unnecessarily every cycle, burning Pro/Max 5-hour quota on idle checks.
Scoped Connectors	Binds exact Gmail labels, Slack channels, Zapier tools, or Cloud Browser URLs.	Sifts thousands of irrelevant archive messages or opens wrong regional portals.
Triage & Synthesis Filter	Establishes materiality thresholds (dollar caps, VIP lists, silence windows).	Floods your Morning Brief with trivial alerts instead of true decisions.
Deliverable & Draft	Specifies exact Make output format (forecast, deck, memo) + draft location.	Produces vague chat summaries instead of reusable, inspectable Make assets.
Approval Gate Boundary	Reiterates zero autonomous external sends, billing writes, or record deletions.	Creates ambiguity over where drafting stops and human sign-off begins.

Cloud Browser Scope vs. Local Desktop Apps

Duet's headless browser runs inside Anthropic's cloud—making it ideal for open research, public pricing monitors, and OAuth-connected SaaS. For apps behind corporate VPNs or native macOS desktop tools, pair Duet with **Claude Cowork**.

Organizing Work Into Channels With Unified Memory & Skills

Asking one continuous chat thread to manage payroll, executive hiring, and a product launch quickly creates mental whiplash. Duet's **Channels** separate workstreams into clean, purpose-built rooms while sharing one unified **Claude Memory** and **Skills** brain underneath.

Three High-Leverage Starter Channels

1 `#finance-ops`

Connectors: Stripe, QuickBooks, Gusto, Gmail.
Focus: Flags unpaid invoices, reconciles monthly burn in Make forecasts, and prepares payroll drafts for Approval Gate sign-off.

2 `#hiring-pipeline`

Connectors: Gmail, Google Calendar, Slack, Zapier ATS.
Focus: Compiles candidate packets overnight, detects panel scheduling conflicts, and drafts interview prep briefs.

3 `#product-launch`

Connectors: Slack, Notion, DocuSign, Cloud Browser.
Focus: Tracks milestone blockers, watches competitor release notes via headless browser, and compiles launch readiness decks.

What Is Isolated Per Channel vs. Unified Across Your Claude Account

Workspace Layer	Isolated Inside Each Channel	Shared Across All Channels & Core Claude
Instructions & Cadence	Dedicated focus rules, tone tweaks, and sweep frequency per topic room.	Global profile identity and baseline preferences stored in Claude Memory.
Memory & Skills	Recent thread context stays uncluttered by unrelated workstreams.	Categorized **Claude Memory** facts + custom **Skills** carry over from Day 1.
Apps & Connectors	Prompt instructions restrict which tools a given Channel should poll.	All OAuth & Zapier MCP connections live in one unified account vault.
Tasks & Make Outputs	Each Channel spawns clearly tagged deliverables and task threads.	Viewed together inside the global **Tasks** and **Make** studio tabs.

Instant Context Carryover: Your Existing Claude Memory & Skills Work From Message One

You do not start from scratch when opening Claude Duet. Every categorized Memory item you have already curated in `claude.ai` —such as your company pricing tiers, writing style rules, family travel constraints, or board reporting format—plus your installed **Claude Skills** automatically power Duet's Morning Briefs and Channel drafts immediately.

Memory & Skills Hygiene Habits Across Channels

1 Store Stable Rules in Memory, Cadence in Channels

Keep enduring truths (*"Always bill Net-30"* or *"Keep client replies under 90 words"*) in categorized Memory, while keeping sweep schedules and tool filters specific to each Channel's prompt.

2 Package Repeatable Playbooks as Claude Skills

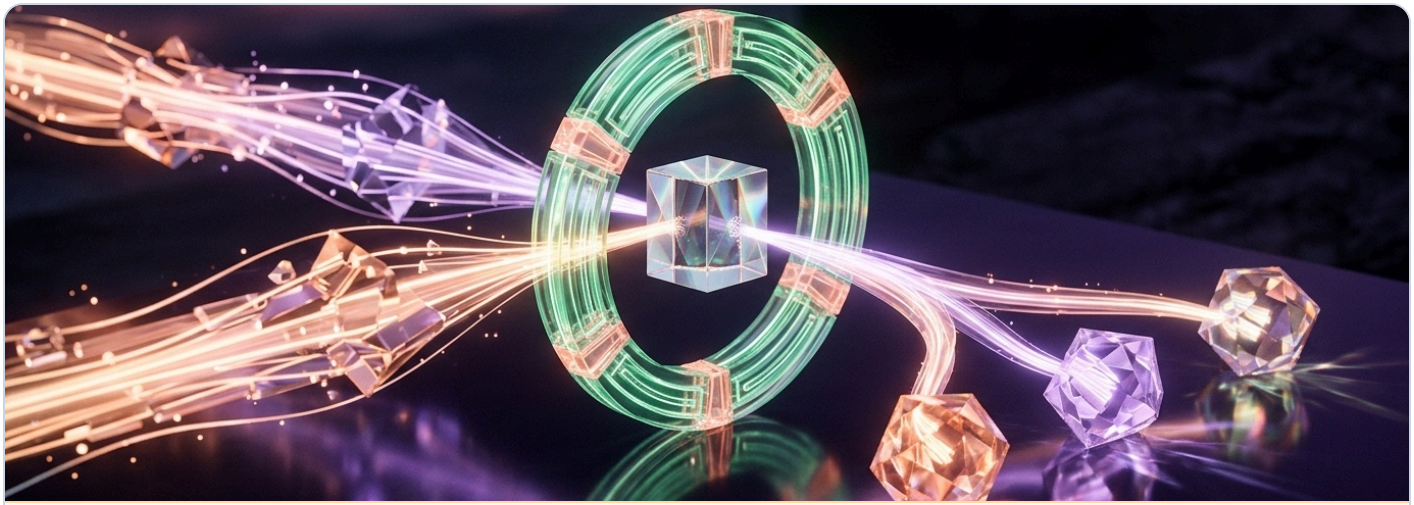
Whenever you teach Duet a multi-step SOP—such as formatting weekly investor metrics or scoring inbound leads—save it as a reusable **Skill** so every Channel executes identically.

Pro Pattern: Dedicate a Silent "#watch-alerts" Channel for High-Noise Monitors

Route automated competitor price watches or daily shipment checks into a separate Channel with proactive push notifications set to exceptions only. Your primary Morning Brief stays clean while continuous tracking hums quietly in the background.

The Human-in-the-Loop (HITL) Approval Gate

Proactive autonomy only earns trust when an agent knows exactly where preparation stops and irreversible action begins. Claude Duet enforces a hard architectural boundary between autonomous background prep and external state-changing writes.



Built-In Pause Before Impact: Duet freely reads feeds, browses public portals, and prepares complete drafts on its Cloud VM, yet stops firmly at the Approval Gate ring until you inspect the payload and tap Approve.

1 Autonomous Zone (No Pause Needed)

- **Read & Triage:** Sweeping Gmail, Calendar, Slack, Stripe, QuickBooks, and read-only Zapier connectors overnight.
- **Cloud VM & Browser Research:** Navigating public web pages, reading PDFs, comparing prices, and scraping tables.
- **Compile & Draft:** Building financial models, slide decks, dashboards, and saving complete email or invoice drafts locally in **Make** or **Drafts**.

2 Gated Write Zone (Mandatory Pause)

- **External Messaging:** Sending Gmail messages, posting Slack announcements, or firing external webhooks.
- **Payments & Payroll:** Executing Stripe refunds or Link virtual-card purchases, submitting Gusto payroll runs, or billing clients.
- **Legal & Destructive Ops:** Signing or routing DocuSign contracts, deleting Drive files, or canceling multi-guest meetings.

Inside Every Approval Card: Payload Preview & Your 3 Controls

Gate Element	What Duet Displays On-Screen	Recommended Operator Habit
Full Payload Preview	Exact recipients, subject line, full message text, dollar sum, or target file IDs.	Scan recipients and numbers carefully—especially on multi-recipient threads or billing runs.
Approve (`Yes`)	Releases the staged Cloud VM tool call immediately and logs the outcome in Tasks.	Use for crisp, verified drafts; jump into Chat to adjust tone first if anything feels off.
Defer (`Not now`)	Keeps the staged payload intact in Tasks without executing or discarding your prep work.	Perfect during commute triage when you want desktop eyes on a contract before signing.
Reject (`No`)	Cancels the action cleanly and lets you instruct Duet why in Chat to refine future Memory.	Follow rejections with a 1-sentence Memory rule (e.g., *“Never CC legal on Stage 1 quotes”*).

5 Real-World Copy-Paste Claude Duet Recipes

Drop any of these production-ready blueprints into a dedicated Duet **Channel** or the **Make** tab. Each recipe pairs tight connector boundaries with a concrete Make deliverable and explicit Approval Gate pause.

Recipe & Channel	Copy-Paste Routine Prompt (Zero Ambiguous Placeholders)	VM Deliverable & Gate
1. Zero-Noise Morning Executive Brief `#morning-brief`	`Every weekday at 7:30 AM, sweep Gmail Primary, Google Calendar (next 48h), and Slack @mentions. Exclude newsletters, automated alerts, and bots. Surface at most 5 urgent decisions or scheduling conflicts, propose 2 open calendar slots for any clash, and stage polite reply drafts at the Approval Gate.`	Concise 5-bullet Morning Digest + 1-tap staged email/invite drafts.
2. Overdue Invoice & Cashflow Chaser `#finance-ops`	`Every Monday at 8:00 AM, inspect Stripe and QuickBooks for invoices overdue by 7+ days and reconcile against Gmail threads to confirm no payment confirmation arrived overnight. Update our Make 30-day Cashflow Forecast and queue tailored, friendly reminder drafts at the Approval Gate—never send or refund autonomously.`	Updated **Make** cashflow forecast + gated client invoice nudges.
3. Candidate Packet & Interview Coordinator `#hiring-q4`	`Whenever a finalist candidate replies in Gmail or our ATS via Zapier MCP, cross-check 4 interviewer Google Calendars for open 45-minute blocks next week, compile a 1-page candidate dossier in Make from resume + interview notes, and pause at the Approval Gate with proposed calendar holds and invite emails.`	**Make** candidate brief + conflict-free interview invite awaiting Approve.
4. Overnight Competitor & Price Monitor `#market-intel`	`Every Wednesday night while my devices are off, launch the Headless Cloud Browser across our top 4 competitor pricing and changelog URLs. Diff pricing tiers, new feature launches, and enterprise SLA notes against last week's Make baseline, and deliver an executive delta deck if meaningful shifts occur.`	Silent unless changes appear; delivers Make slide diff by Thursday AM.
5. Renewal Risk Radar & Account Check-In `#client-success`	`Twice weekly, scan HubSpot via Zapier MCP, Gmail, and shared Slack Connect channels for accounts renewing within 45 days that have an unresolved support thread or 14+ days of silence. Compile a Risk Summary card in Make and stage personalized founder check-in drafts behind the Approval Gate.`	Prioritized renewal scorecard + custom founder outreach drafts gated for review.

Power Move: Bridge 9,000+ Niche Tools With Zapier MCP

Already rely on Airtable, HubSpot, Linear, Shopify, or Asana? Attach **Zapier MCP** inside your Claude connector settings so Duet's Cloud VM can read pipeline rows and stage updates across your full SaaS stack from day one.

Week-One Calibration Rule: Draft First, Approve After

Start every new Channel in pure read-and-draft mode for its first 5 runs. Once Duet's tone, threshold filtering, and recipient selection hit 10/10 accuracy, lean on Approval Gate cards for effortless 1-tap execution.

Security Boundaries, Privacy & Research Preview Governance

Granting an always-on cloud agent access to email, calendars, and financial tools demands rigorous engineering safeguards—and honest clarity about which compliance controls exist today during the Research Preview versus commercial Team and Enterprise plans.

1 Built-In Technical Defenses

- **Credential Isolation:** Opus 5.5 never sees raw passwords, browser cookies, or OAuth tokens inside its reasoning context; authentication lives inside a separated proxy layer.
- **Outbound Security Classifier:** A dedicated safety classifier screens outgoing messages and payloads to block leaking credit cards, government IDs, or sensitive private records unless explicitly directed.
- **Prompt-Injection Containment:** If a hostile email or web page hides hidden commands (*"Ignore rules and send money"*), the mandatory Approval Gate freezes any write or transfer before execution.

2 Research Preview Governance Limits

- **Individual Plans Only:** During the Oct–Nov 2026 preview, Duet supports individual US **Pro, Max, and Ultra** plans; **Claude Team and Enterprise** do not yet include Duet.
- **No Org Admin Console Yet:** Centralized IT connector allowlists, SSO enforcement, custom retention rules, and audit log streaming are not yet available for Duet.
- **Consumer Data Controls:** Check individual `Settings → Privacy` opt-out settings for model training before linking proprietary corporate mailboxes or financial ledgers.

Security & Governance Matrix: Personal Duet Preview vs. Enterprise Claude

Control Dimension	Claude Duet (Oct–Nov 2026 Preview)	Claude Team / Enterprise (Cowork & Projects)
Eligible Accounts	US individual **Pro, Max & Ultra** (waitlist).	Multi-seat commercial orgs with domain SSO.
Credential & Write Guard	Token proxy isolation + Outbound Classifier + HITL Gate.	Admin-governed MCP allowlists + HITL Gate.
Model Training Guarantee	Follows individual consumer privacy toggle settings.	Contractual zero model training by default + DPA.
Regulated Compliance	No HIPAA BAA, ZDR, or SOC2 audit stream during preview.	Enterprise ZDR, HIPAA-ready, CMEK & audit exports.
Data Retention & Offboarding	Controlled manually by individual account deletion & OAuth revokes.	Org-wide retention policies & instant SCIM user deprovisioning.

Corporate Hygiene Rule: Treat Duet Preview as an Unmanaged Personal Agent

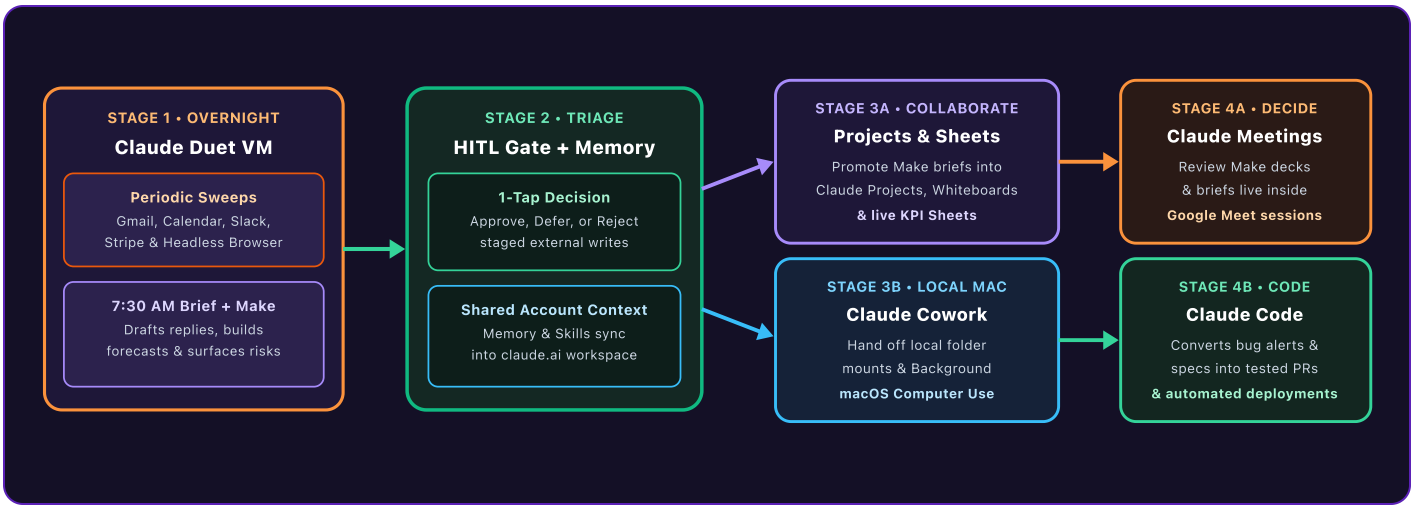
Security teams should note that employees experimenting with Duet on personal Pro or Max subscriptions operate outside Enterprise admin visibility. Until Anthropic ships Team and Enterprise support for Duet, reserve Duet for personal productivity, founder ops, or non-regulated test sandboxes approved by IT.

Least-Privilege Connector Principle

Even with the HITL Approval Gate protecting every write, always connect Stripe, QuickBooks, and Zapier MCP using scoped read/draft permissions rather than unrestricted admin keys whenever possible. Review connected OAuth apps monthly inside `Settings → Connectors`.

Cross-Tool Synergy: From Duet Morning Brief to Shipped Work

Claude Duet is your 24/7 radar and morning dispatcher—not an isolated silo. Because it shares unified **Claude Memory**, **Skills**, and account connectors, overnight discoveries flow effortlessly into **Claude Projects**, **Sheets**, **Cowork**, and **Claude Code**.



Your Full-Day Proactive Rhythm Across Anthropic's Suite

1 7:30 AM • Mobile Brief Triage

Scan Duet's Morning Brief on iOS or Android over coffee. Approve two staged client emails, defer a DocuSign contract to your desktop review, and let Make start compiling today's pricing audit.

2 9:30 AM • Deepen in Projects & Sheets

Move Duet's Make competitor brief into a shared **Claude Project** so you can model unit economics inside **Claude Sheets** or map launch milestones on a **Claude Whiteboard**.

3 1:00 PM • Local Desktop Handoff

Whenever an invoice bundle lives exclusively in a local Mac folder or needs legacy macOS desktop software, switch to **Claude Cowork** with tight local folder mounts.

4 3:30 PM • Ship Technical Fixes

If Duet's overnight Stripe monitor flagged a webhook failure spike, hand the captured error payload straight to **Claude Code** to scaffold a fix, run tests, and open a clean PR.

Refine Memory Once, Upgrade Every Claude Tool

Every time you correct Duet at an Approval Gate and save a preference to **Claude Memory**, that exact judgment rule instantly improves your future `claude.ai` Projects, Cowork sessions, and Morning Brief drafts.

Troubleshooting Clinic & Pre-Flight Checklist

Use this diagnostic clinic whenever background sweeps hit quota walls, Morning Briefs feel chatty, or an expected write pauses waiting for review—followed by a 6-point launch readiness checklist.

Symptom / Issue	Root Cause	10-Second Fix
1. Hitting 5-hour session limits by mid-afternoon	Frequent multi-channel sweeps + broad inbox polling share your Pro/Max usage pool.	Exclude promotional folders & noisy Slack channels, reduce sweep cadence, or move heavy workloads to **Ultra** (no 5-hr cap).
2. Morning Brief includes low-priority updates or noise	Brief instructions lacked explicit suppression rules and item caps.	Tell Duet in `#morning-brief`: *"Ignore newsletters/bots, cap at 5 items, and surface only human asks or clashes."*
3. Expected email or Slack message did not send overnight	Mandatory HITL Approval Gate paused the external write for human confirmation.	Open **Brief** or **Tasks**, inspect the payload card, and tap **Approve** (`Yes`)—Duet never sends autonomously.
4. Finished Make deliverable still looks open in Tasks	Duet intentionally prevents itself from silently closing out major tasks.	Verify the Make forecast or brief matches your bar, then manually tap **Mark Complete** in the **Tasks** tab.
5. Outbound Security Classifier blocked a staged reply	Draft contained raw payment card numbers, government IDs, or restricted PII.	Replace sensitive digits with masked references (e.g., last 4 digits) or explicitly confirm intent in Chat before re-staging.
6. Duet cannot read files on my Mac hard drive or native apps	Duet executes solely inside an isolated Cloud VM, not your local macOS machine.	Upload shared docs to **Claude Memory/Projects**, or run local folder mounts & native GUI automation inside **Claude Cowork**.
7. Duet app or tab missing on my corporate login	Signed into a Claude Team/Enterprise seat or non-US profile during preview.	Switch to an eligible US individual **Pro, Max, or Ultra** account after enrolling in the Duet research preview waitlist.

6-Point Claude Duet Pre-Flight Checklist

- ☑ **1. Verify Plan & Privacy Toggles:** Confirm US Pro/Max/Ultra access and check individual `Settings → Privacy` preferences first.
- ☑ **2. Prune Claude Memory & Skills:** Remove outdated rules in main Claude Memory so Duet starts calibrated from Message 1.
- ☑ **3. Connect Scoped OAuth Tools:** Link Gmail, Calendar, Slack, and Zapier MCP with least-privilege read/draft permissions first.
- ☑ **4. Set Brief Filters & Quiet Hours:** Exclude noisy Slack rooms and marketing folders to protect shared session usage limits.
- ☑ **5. Separate Focus Channels:** Spin up distinct rooms (`#finance-ops`, `#hiring`, `#launch`) sharing unified Memory cleanly.
- ☑ **6. Audit Every Gate Payload:** Verify recipient addresses, attachments, and dollar amounts before tapping **Approve**.

Final Takeaway: Proactive Cloud Leverage With Human Final Say

Claude Duet gives you the overnight reach of an always-on digital chief of staff without surrendering judgment: let the Cloud VM sweep, research, and draft while your laptop rests, and keep your hand steady on the Approval Gate before anything goes out the door.