

An approved connector retrieves documents for a source-backed briefing

You practise this in the course

REQUEST

One-page briefing on the Harbour Lane fit-out (fictional)

CONNECTOR

Demo Drive, a demonstration service, read-only

SOURCES

Three used, one left out

Point	Source	Date
Fit-out is in week 6 of 10	Project plan v3	2 Oct
Spending is 4% under budget	Budget tracker	29 Sep
Lift delivery date not yet confirmed	Site meeting notes	1 Oct

Left out

Project plan v2 (12 Aug): superseded by version 3.

Not done

No files were changed and nothing was sent. Only read-only tools were used.

YOU START WITH

A request for a briefing and an approved, read-only demonstration connector.

WHAT YOU PRACTISE

Scoping a request, reading what the connector retrieved, tracing each point to a source and leaving out superseded documents.

THE PROMPT USED

“Using the Demo Drive connector, find the latest documents about the Harbour Lane fit-out and give me a one-page briefing. List the source and date for every point, and tell me if any sources disagree.”

THE FINISHED OUTPUT CONTAINS

- Each point with its source and date
- A note of sources left out, and why
- Confirmation that nothing was changed or sent

STILL NEEDS HUMAN CHECKING

- That every point matches its source
- Which version of a document is current
- Anything that conflicts between sources

RELATED COURSE

[Claude Connectors and Tools for Everyday Work](#) · Module: Retrieving information and checking sources

Account note: In the course you use your own Claude account and services you are allowed to use, with non-confidential information. At work, your organisation decides which connectors and tools are allowed.