AI agents for your business

Here's the library from my video, the three agents I'd test first, and how to set it up.

What it is

Agency Agents is a free library of more than 230 AI agents that work in Claude Code and Codex. Each agent is a job description your AI follows: who it is, what it owns, its rules, and what it hands back.

The three I'd test first

1 **Meeting Notes Specialist.** After your next client meeting, give it your notes. It hands back decisions, owners and deadlines, and its rules tell it never to invent anything. It's the safest first test: you were in the room, so you'll spot any mistake.

2. **Proposal Strategist.** Give it your notes from a discovery call. It turns a new opportunity into a proposal that persuades, not just a price sheet.
3. **Chief of Staff.** Add it once the first two are part of your week. It sits between you and the other agents and decides what actually needs your attention.

What you need

- Claude Code, which comes with a paid Claude plan.
- A computer: a Mac (macOS 13 or later), Windows or Linux.

Using Codex instead? It works there too, and the steps are at the end of this guide.

Open Claude Code

1. Download the Claude desktop app from claude.ai/download, install it and sign in.
2. Click **Code** at the top of the sidebar.

3 Make a new folder for the work, for example “Claude agents” in your Documents, and put **copies** of the files you want it to work on inside.

4 In the row under the message box, choose **Local**, then click the folder control, choose **Open folder...** and pick that folder.

5 In the same row, choose **Auto**, so Claude Code can keep going without stopping to ask at every step.

Install the agents

1 Download the free Agency Agents app from agencyagents.app.

2 Open it, find the agents you want, and install them to Claude Code. You don’t need a terminal or any code.

> **On Windows:** the installer isn’t signed yet, so Windows may show a SmartScreen warning. The app’s own instructions say to click More info, then Run anyway. Only download it from agencyagents.app or the project’s GitHub page.

The library itself is on GitHub, under an MIT license.

Use an agent

Start a new session in the Code tab so the agents load, then ask for the agent by name. For example:

```
Use the Meeting Notes Specialist on the notes
in this folder.
```

Keep an eye on it

> In Auto, Claude Code doesn't stop to ask at every step, and it can edit or change files without asking first. A safety check reviews what it's about to do, but it's still worth watching. If something shouldn't go out until you've seen it, like an email to a client, say so in your request, or switch the mode to **Manual** so it asks first.

When you're ready for more

- **Outbound Strategist:** works out who to approach and writes a first message worth answering.
- **Customer Service:** handles client questions, complaints and FAQs, and knows when to pass

one to you.

- **Bookkeeper & Controller:** keeps your books: reconciliations, month-end close, accurate records.
- **Email Marketing Strategist:** plans your email campaigns, from welcome sequences to win-backs.

Using Codex instead of Claude Code

The Agency Agents app installs into Codex too. You'll need a ChatGPT account and the ChatGPT desktop app. These steps come from the library's GitHub page and OpenAI's docs. I set this up in Claude Code and haven't run it in Codex myself.

1. Download the ChatGPT desktop app from chatgpt.com/download, install it and sign in.
2. Choose **Codex** from the ChatGPT dropdown, then open a new folder with **copies** of your files in it.
3. In the permissions control below the message box, choose **Approve for me**, so it can keep going

without stopping to ask. Keep an eye on it, because it can change files.

4 In the Agency Agents app, install the agents to **Codex** instead of Claude Code.

5 Start a new chat, and ask for the agent by name, the same way as above.