Interface

Our AI Team

At Interface, a Chief of Staff runs things, specialist bots do the rest, and our team makes the decisions. We keep the setup minimalist: almost zero maintenance and always on in the cloud, so we can work from iPhone Duo and Mac, and with Grok Voice in the Tesla. Bots do the busywork. We spend our time with founders.

20 BOTS · RUNS 24/7 · NO CODE



Chief of Staff

Our digital Co-CEO. Handles as much digital work as possible, so we can focus our time on creative tasks: spending time with founders, companies and investors.

Most work starts as a voice note: from the car, the phone or the Mac.

ALWAYS ON

Runs around the clock in the cloud.

TASKS

- Does intros
- Reviews every email for phishing and spam
- Schedules meetings with Zoom invites
- Keeps LinkedIn and X DMs at inbox zero
- Coordinates the other bots
- Coordinates all digital work during work hours
- Outside work hours, only flags critical emergencies (e.g. security incidents)

Gmail · Calendar · Zoom · X · LinkedIn · Airtable · Dropbox · Drive · Docs · Sheets · Granola · Calendly

Work

10 BOTS



Dealmaker

Tracks our deals in Airtable. Shows who is reviewing which deal.

Airtable · Gmail · Granola · Dropbox



Fundraiser

Keeps our LP pipeline organized and writes the status reports.

Airtable · Gmail · Granola



Meetings

Summarizes team meetings. Outcomes and tasks come from Granola.

Granola · Calendar · Gmail · Airtable



Decks

Builds our decks in Pitch. For LPs, Fund II, portfolio and events.

Pitch



Portfolio

Helps with portfolio companies: LOIs, term sheets and updates. Keeps track of everything.

Gmail · Granola · Dropbox · Docs



Ideas

Checks ideas for new companies we could initiate or back with Interface. Writes memos with recommendations.



Analyst

Watches the global VC market and keeps track of new funds and investments.

Granola



Legal & Security

Keeps us safe and our data protected. Makes sure we're always compliant. Works with lawyers to double-check everything. Security advisor.

Gmail · Dropbox



Marketer

Takes care of our website, X account, media kit and press contacts.

X · LinkedIn · GitHub · Cursor · Netlify



Travel

Plans flights, trains, hotels and rental cars. Books only after our yes.

Gmail · Lufthansa

Interface

Our AI Team

The same setup also runs the rest of life: home, health, money and errands. Fewer things to manage, more time for what matters.

Life

6 BOTS



House

Takes care of our houses. Finds contractors and gets quotes.

Gmail



Doc & Trainer

Tracks health, reports from doctors and training plans.

Dropbox · Doctolib · Gmail · Calendar



Depot

Reviews stock performance. Read-only, never trades.

Gmail



Shopping

Buys on Amazon and sells on eBay. Only after our yes.

Amazon · eBay · Gmail



Personal Website

Builds the personal website. Goes live only after a human yes.

GitHub · Netlify



Family Business

Manages our family business and keeps track of the numbers.

Granola · Gmail · Drive

Working together

Bots hand work to each other like a team. Every bot was set up by talking to it, no code.



Chief of Staff →



Fundraiser



Travel



House



Shopping



Legal & Security



Decks

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How we work

Bots do the busywork. We spend our time with founders.

Most work starts as a voice note: from the car, the phone or the Mac.

Minimalist and always on: almost zero maintenance, running in the cloud.

Interface

Our AI Team

The recurring work that runs on its own, every day. Each routine was set up by asking for it in a chat.

Chief of Staff

3 ROUTINES



Email check

EVERY 30 MIN · 6:00—21:30

Reads every new email, sent mail included, to keep up with context and open threads. Routine mail like delivery notices and booking confirmations is filed automatically, everything else comes to us one by one. Phishing and spam are flagged before anyone opens them.



Bot round

HOURLY · WEEKDAYS 8—18

Checks in with every bot: what is running, what is stuck and where a human decision is needed. Pushes autonomous work forward and coordinates ongoing projects between bots. At 9:00 it also collects open replies and follow-ups.



X & LinkedIn DMs

WEEKDAYS · 8, 12, 16, 20

Works through messages, requests and notifications on X and LinkedIn until both are at inbox zero. Anything that belongs to a specialist, like a startup pitch for the Dealmaker, is handed over. Replies go out only after our yes.

Specialist bots

5 ROUTINES



Meetings · briefing

WEEKDAYS · 7:30

Reads the day's calendar and writes a short briefing for every external meeting: who the people are, the latest emails with them and notes from earlier calls. Adds deal, LP or portfolio status where relevant, plus one or two talking points. No external meetings, no message.



Meetings · outcomes

EVERY 2 HOURS · WEEKDAYS 8—20

Picks up the team's meetings that ended since the last run. Posts a short recap for each: who met, what it was about, key outcomes and tasks from Granola. Only meetings with a Granola note are reported, and nothing is reported twice.



Fundraiser

WEEKDAYS · 9, 12, 15, 18

Looks for loose threads with LPs and potential LPs: unanswered questions and meeting proposals that went quiet. Prepares a follow-up draft for each, which the Chief of Staff shows us as a card. Nothing is sent until we hit send.



Analyst

MON—FRI · AROUND 7:30

Scans European tech news for new funding rounds and adds them to our investment timeline, each with a source. Sends a short summary of the rounds in our focus areas and of new fund closings. Stays quiet on days without news and on public holidays.



Doc & Trainer

MONTHLY · ON THE 1ST

Checks for new doctor reports and updates a private health tracker. Also compares wearable data with the previous month. Sends a short summary with the open points.

This cheat sheet was designed and revised by our bots.