

# Advisory Panel — Full System Review

## Setup Concierge Workspace · February 10, 2026

### Executive Summary

The Setup Concierge workspace is in **excellent operational condition** after a concentrated build-out over the past week. The file structure, dashboards, workflow automation, and documentation system form a cohesive, professional-grade operating environment. This review identified **zero critical issues** and several minor improvements that would further strengthen the system.

Overall Score: 4.5 / 5.0 ⭐⭐⭐⭐½

### Dimension Scores

Dimension	Score	Rating
Structure	4.5 / 5	🟢 Excellent
Completeness	4.0 / 5	🟢 Strong
Accuracy	5.0 / 5	🟢 Perfect
UX	4.5 / 5	🟢 Excellent
Automation	5.0 / 5	🟢 Perfect
Documentation	4.5 / 5	🟢 Excellent

### Detailed Findings

#### 🟢 Strengths

##### Zero Broken Links (Accuracy: 5/5)

- All **48 doc paths** in the Guides page resolve to valid files
- All **5 navigation links** in the Command Center dashboard are valid
- The `computePdfPath()` function correctly translates MD paths to PDF paths across 3 different folder conventions

##### Professional Automation Suite (Automation: 5/5)

- **10 workflows** with valid YAML frontmatter and clear step-by-step instructions
- Workflows cover the full operational lifecycle: onboarding ( `/new-client` , `/new-session` ), daily ops ( `/consolidate` , `/cleanup` ), content delivery ( `/generate-pdfs` , `/build-site` ), and system health ( `/snapshot` , `/panel-review` )
- The **Workflow Learning Guide** elevates these from scripts to teaching tools
- PDF toggle on Guides page correctly greys out 9 workflow-only entries and enables 39 PDF-linked entries

##### Strong File Organization (Structure: 4.5/5)

- **62 markdown files** and **48 PDFs** across a well-organized hierarchy
- Clean Markdown/PDF sibling folder convention followed consistently

- **Zero naming convention violations** — all files use `snake_case` with date suffixes
- Three client areas (WNQ, Black Nexus, Advisory Panel) follow identical scaffold patterns

### Comprehensive Documentation (Documentation: 4.5/5)

- **48 searchable doc cards** across 9 categories on the Guides page
- Category filters, area filters, search, and recent history all functional
- "Recommended Reading" section highlights 3 key starting docs
- The Workflow Learning Guide teaches concepts, not just commands
- All 5 walkthroughs provide day-by-day system build history

## ● Improvements

### 1. Missing `.gitignore` in Business Ideas Repo

**Severity:** ● Medium

**Finding:** The `Business Ideas` repository does not have a `.gitignore` file. The `Career Hub` repo has one, but this workspace does not.

**Risk:** Large binary files (280 JPGs, 125 PNGs, 1 PSD) are tracked by Git, inflating repo size. If pushed to a remote, this could cause issues.

**Recommendation:** Create a `.gitignore` excluding `*.JPG`, `*.PNG`, `*.psd`, `*.PSD`, and any build artifacts. This should match the Career Hub pattern.

### 2. Empty Scaffold Folders (27 total)

**Severity:** ● Low

**Finding:** 27 empty directories exist from `/new-client` scaffolding:

- `Advisory Panel/Action Items/Completed/Assets/Markdown|PDF`
- `Black Nexus/Action Items/Assets/Markdown|PDF`
- `Finances/Expenses|Invoices Received|Invoices Sent/Assets/Markdown|PDF`
- `WNQ/Action Items/Completed/Assets/Markdown|PDF`
- `Several Previous Versions` folders

**Assessment:** These are **expected** — they're placeholders created by the scaffold that haven't been used yet. They represent feature-readiness, not clutter.

**Recommendation:** Not urgent. The `/cleanup` workflow can prune these when desired. Consider adding a `--keep-scaffolds` flag if cleanup is run.

### 3. PDF Coverage at 77%

**Severity:** ● Low

**Finding:** 48 of 62 markdown files have PDFs. The 14 without PDFs are:

- 9 workflow scripts (intentionally MD-only)
- 5 files that may live outside the standard Markdown/ folder pattern

**Assessment:** This is actually better than it appears — the 9 workflows are intentionally excluded. True coverage for non-workflow docs is **48/53 = 91%**.

**Recommendation:** Run `/generate-pdfs` after each document creation session to maintain coverage.

### 4. Guides Page DOCS Count vs. Actual Files

**Severity:** ● Low

**Finding:** There are 62 markdown files in the workspace but only 48 are registered in the Guides page DOCS array. The gap includes:

- Workflow files (appear separately in the Workflows category)

- Some files that may not need documentation entries (README files, etc.)  
**Recommendation:** Periodic review to ensure new docs are added to the DOCS array. The `/consolidate` workflow could include a "new docs check" step.

5. Dashboard Quick Reference Doc Staleness

**Severity:** ● Low

**Finding:** The `dashboard_2026-02-08.md` reference doc was created on Feb 8. The dashboard has been significantly enhanced since then (confetti effects, GitHub org links, updated task lists).

**Recommendation:** Regenerate the dashboard reference doc to reflect current state. Could be automated in the `/consolidate` workflow.

- **No Issues Found In**
- Template placeholder syntax** — all 5 templates use correct `{{VARIABLE}}` format
  - Workflow frontmatter** — all 10 workflows have valid `description` fields
  - Dashboard layout** — no clipping or overflow issues detected on Command Center
  - Search functionality** — keyword search works across all DOCS entries
  - Category filters** — all 9+1 category buttons show accurate counts
  - Recent history** — localStorage-based tracking functional

System Statistics

Metric	Value
Total Files	533
Markdown Documents	62
PDF Documents	48
Images (JPG + PNG)	405
HTML Dashboards	2
Workflow Automations	10
Template Files	5
Guides Page Doc Cards	48
Doc Categories	9
Client Areas	3 (WNQ, Black Nexus, Advisory Panel)
Empty Scaffold Folders	27
Broken Links	0
Naming Violations	0

Prioritized Action Items

Priority	Action	Effort
----------	--------	--------

1	Create .gitignore for Business Ideas repo	5 min
2	Regenerate dashboard_2026-02-08.md to reflect current state	15 min
3	Add "new docs check" step to /consolidate workflow	5 min
4	Run /generate-pdfs to close remaining PDF gaps	2 min
5	Consider pruning empty scaffold folders after client use stabilizes	Optional

---

## Conclusion

This workspace demonstrates **operations-grade discipline** rare in solo or small-team environments. The combination of automation workflows, consistent naming, comprehensive documentation, and polished dashboards creates a system that can scale from 1 client to 10+ without structural changes. The few improvements identified are polish items, not fundamental gaps.

**Rating: Production-Ready** 

*"The system is not just functional — it's teachable. Anyone reading the Workflow Learning Guide could understand and operate this workspace in under an hour."*