

Meeting brief

Optional editable layout. Your existing format is equally suitable.

BLANK TEMPLATE | DRAFT FOR REVIEW | This is not an approved decision record.

Meeting / date / timezone	Evidence through / prepared by
[Meeting and local date]	[Cutoff, sources and preparation owner]

Decision or attention needed

[State the choice or attention point. Separate any recommendation from approved authority. Add source references.]

What changed

[List the material changes from a supported prior approval, or label this a current-packet review when earlier approval is unavailable.]

Questions for the room

1. [Question that could change the decision]
2. [Question about a consequential gap]
3. [Question about authority or next action]

Next step and unresolved evidence

[Who should provide what, by when? Label new owners/deadlines as proposals. State inaccessible or missing evidence.]

Sources

[Document title, date/version and useful page/section for each consequential amount, date, condition and status.]