

## Decision Meeting Card

Meeting name	[Meeting name]
Decision to close	[Decision statement]
Decision owner	[Name or role]
Decision deadline	[Day, date, time]
Required inputs	[Role 1; Role 2; Role 3]
Note taker	[Name]
Decision log link	[Link or location]

### Set the decision path

Decision (read this out loud)	[Decision statement]
Decision owner and decision deadline	[Name or role]   [Day, date, time]
Required inputs (names or roles)	[Role 1; Role 2; Role 3]
If not closed by the deadline, final call goes to	[Name or role]   [Time]
Where the final decision will be recorded	[Link or location]

### Record the outcome

Final decision (one sentence)	[Decision]
Rationale (1 to 3 lines)	[Why this call]
Impact (1 to 2 lines)	[What changes]
Reopen only if	[Reopen trigger]

### Next actions

Action	Owner	Due date
[Action]	[Name]	[Date]
[Action]	[Name]	[Date]
[Action]	[Name]	[Date]

## How to use

Use this page to start a decision meeting clearly and end with a recorded outcome.

Fill the first page during the meeting. After the meeting, log the decision within 24 hours and paste the decision line and link where the team already looks.

Use this card when a decision is likely to drag or repeat. Read the "Set the decision path" section out loud. It removes ambiguity about who makes the call and what "done" means.

Keep the input round short and structured. Ask for constraints and evidence first. If someone offers a preference, ask what risk it is protecting. If there is no concrete risk, treat it as optional input.

When discussion starts circling, point back to the deadline and the decision statement. If the owner needs more time, set a firm owner-only decision time and collect any remaining inputs by a specific cutoff.

Before the meeting ends, write the final decision line and next actions while everyone is still present. Then paste the decision log link into the thread or calendar invite so the record is easy to find.

If the same decision tries to reopen later, use the reopen trigger line. Ask what changed in the real world. If nothing changed, keep execution moving and avoid restarting the debate.

### Filled example

Meeting name	Release 3 decision meeting	
Decision to close	Lock launch date and confirm scope for Release 3	
Decision owner	Product lead	
Decision deadline	Fri Jan 16, 3:00 PM	
Required inputs	Engineering lead, Marketing lead, Operations lead	
Note taker	Program manager	
Decision log link	Decision Log: Release 3 (row 2026-01-16)	
Decision (read this out loud)	Lock launch date for Release 3 and confirm scope cut to protect it	
Decision owner and decision deadline	Product lead   Fri Jan 16, 3:00 PM	
Required inputs (names or roles)	Engineering lead; Marketing lead; Operations lead	
If not closed by the deadline, final call goes to	GM   Fri Jan 16, 4:00 PM	
Where the final decision will be recorded	Decision Log: Release 3 (row 2026-01-16)	
Final decision (one sentence)	Ship Release 3 on Jan 30 with Features A and C; move B, D, E to next release	
Rationale (1 to 3 lines)	Date window is tied to committed demand; risk drops materially with the cut; core user flow stays intact	
Impact (1 to 2 lines)	Marketing updates campaign list; Engineering updates plan; Support prep reduces due to fewer changes	
Reopen only if	Forecast changes 15%+ or a critical dependency slips 2+ weeks	
Action	Owner	Due date
Update delivery plan with new scope	Engineering lead	Jan 20
Update release notes and stakeholder comms	Product ops	Jan 21
Update campaign list and launch checklist	Marketing lead	Jan 22