

Weekly Decision Review

Week of	[Week starting date]
Team / area	[Team or area]
Attendees	[Names or roles]
Decision log link	[Link or location]

Snapshot

Decisions made	[#]	Decisions pending	[#]
Missed decision deadlines	[#]	Repeat debates spotted	[#]
Late escalations	[#]	Reopens without proof	[#]
Decisions logged within 24h	[#]	Notes	[1-2 lines]

Review list

How to use

Use this page for a short weekly review focused on decisions and repeats, not status updates.

Keep this review to ten minutes. The goal is to find repeat debates and tighten decision rights, not to review every task.

Start with the decision log. Count what was decided, what is pending, and what missed a deadline. If decisions are not being logged within 24 hours, fix that first. Everything else depends on having a reliable record.

Pick one or two decisions that created the most friction. Diagnose the cause in plain terms. Common causes include unclear owner, weak deadline, too many required inputs, late input, or reopen without evidence.

Write one fix per friction item. Keep fixes small so people will use them next week. Examples: tighten required inputs to three roles, move the input deadline earlier, or define reopen proof as a measurable trigger.

Leave with one or two due dates. If you leave with ten improvements, nothing changes. Small improvements that stick beat big process changes that get ignored.

Filled example

Filled review from one week:

Week of				Jan 12, 2026			
Team / area				Product - Release 3			
Attendees				Product lead; Engineering lead; Marketing lead; Ops lead			
Decision log link				Decision Log (link)			
Decisions made	5			Decisions pending	2		
Missed decision deadlines	1			Repeat debates spotted	2		
Late escalations	1			Reopens without proof	0		
Decisions logged within 24h	4			Notes	Repeat debate came from unclear scope owner		
Decision	Boundary	Owner	Deadline met	Reopened	What caused friction	Fix for next cycle	Due date
Reduce scope for Release 3	Scope	Product lead	No	No	Too many voices added after inputs deadline	Limit required inputs to Eng and Ops only	Jan 19
Quality bar for Release 3	Quality bar	Engineering lead	Yes	No	Support concerns arrived late without evidence	Define reopen proof as Sev 2 trend in pre-release testing	Jan 19
Vendor spend for QA tooling	Spend	Finance partner	Yes	Yes	Reopen happened by preference, not proof	Add reopen trigger: vendor quote changes by 10%+	Jan 21