



UNAUTOMATED
THE HUMAN INTELLIGENCE PROJECT

PRACTICAL GUIDE 002

AI MEETING & DECISION MAKING POLICY TEMPLATE

A practical fill in the blank policy for meetings, notes, communications, hiring, and organizational decisions.

FREE EDUCATIONAL RESOURCE

Plain language. Practical tools. Human judgment.

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AI Meeting & Decision Making Policy Template

This template gives organizations a plain language starting point for deciding how artificial intelligence may be used in meetings, note taking, communications, hiring, and decision making. It is intentionally practical. Replace the bracketed fields, remove sections that do not apply, and add rules required by your industry or jurisdiction.

HOW TO USE THIS RESOURCE

Use this as a working document with leadership, operations, human resources, technology, privacy, and legal advisers when appropriate. The goal is not to ban useful tools. The goal is to make their use visible, reviewable, and accountable.

1. Policy identity

FIELD	COMPLETE
Organization	[ORGANIZATION NAME]
Effective date	[DATE]
Policy owner	[NAME / ROLE]
Review cycle	[QUARTERLY / SEMIANNUALLY / ANNUALLY]
Approved by	[NAME / GOVERNING BODY]

2. Purpose

[ORGANIZATION NAME] may use artificial intelligence to assist people with administrative work, analysis, communication, organization, research, and other approved tasks. AI does not replace the responsibility of employees and leaders to exercise judgment, protect confidential information, verify important facts, and remain accountable for decisions.

3. Approved tools

We maintain an approved list of AI tools and features. Employees may use only approved tools for organizational work when the work involves confidential information, customer information, employee information, internal records, or other nonpublic material.

Approved tools: [LIST]

Restricted tools or features: [LIST]

Person responsible for approving new tools: [ROLE]

4. Meetings, recording, and transcription

AI may be used to create meeting notes, transcripts, action items, and summaries when its use is consistent with applicable law and organizational expectations. Participants should be told when a meeting is being recorded, transcribed, or processed by an AI system when that fact would reasonably matter to consent, privacy, or trust.

Our rule for notice or consent: [INSERT RULE]

Types of meetings where AI transcription is prohibited: [LIST]

Retention period for transcripts and AI generated notes: [PERIOD]

5. Accuracy of meeting notes

AI generated minutes, summaries, assignments, and action items are drafts until reviewed by a person. The meeting owner or designated reviewer is responsible for correcting material errors before the record is treated as final. AI generated notes should not silently replace an official record when an official record is required.

6. Confidential and sensitive information

Employees may not enter confidential, privileged, regulated, personal, proprietary, financial, health, employment, customer, security, or other sensitive information into an AI system unless the organization has approved that system and the specific use.

Examples of information that may never be entered into general purpose public AI tools: [LIST]

Approved secure systems for sensitive work: [LIST]

7. Customer and public communications

AI may assist with drafts, summaries, translations, routine responses, and content preparation. A person remains responsible for accuracy, tone, commitments, legal representations, pricing, safety claims, and any communication that could materially affect a customer or member of the public.

AI disclosure is required when: [DEFINE]

Human review is required before sending when: [DEFINE]

8. Hiring and employment

AI may assist with administrative tasks in recruiting and employment only within rules approved by the organization. AI must not become the sole basis for hiring, rejection, promotion, discipline, termination, compensation, accommodation, or other consequential employment decisions. Qualified people must review relevant information and remain responsible for the decision.

Permitted uses: [LIST]

Prohibited uses: [LIST]

9. Consequential decisions

When AI contributes to a decision that could materially affect a person's rights, livelihood, health, safety, housing, employment, education, finances, access, or opportunities, meaningful human review is required. The reviewer must have enough information, time, authority, and competence to disagree with the system.

THE HUMAN QUESTION

If the AI recommendation is wrong, who has the authority and responsibility to recognize it, stop it, and make it right?

10. Verification

Employees must verify AI output in proportion to the consequence of being wrong. Facts that affect money, safety, contracts, employment, legal rights, public statements, customers, or organizational records should be checked against reliable sources or records before use.

11. Prohibited uses

Unless specifically approved in writing, employees may not use AI to impersonate a real person, fabricate evidence, conceal material AI involvement where disclosure is required, make unsupervised consequential decisions, upload prohibited data, bypass security controls, create discriminatory screening practices, or generate deceptive audio, video, images, or documents.

THE HUMAN QUESTION

If the AI recommendation is wrong, who has the authority and responsibility to recognize it, stop it, and make it right?

12. Incident reporting

Employees should promptly report suspected AI related errors, privacy incidents, security issues, deceptive content, discriminatory outcomes, unauthorized tool use, or consequential decisions that may have been improperly delegated.

Report to: [CONTACT / PROCESS]

Emergency escalation: [CONTACT / PROCESS]

13. Exceptions

Exceptions must be approved by [ROLE]. The reason, scope, safeguards, and duration of the exception should be documented.

14. Training and acknowledgment

People who use AI for organizational work should understand the approved tools, privacy expectations, verification requirements, prohibited uses, and when human review is required.

Required training: [DESCRIBE]

Acknowledgment method: [DESCRIBE]

15. Review and revision

This policy will be reviewed on [SCHEDULE] and whenever a material change in technology, law, organizational use, risk, or incident indicates that revision is needed.

Implementation worksheet

Who owns this policy?

Which AI tools are approved today?

What sensitive information must never be entered into an unapproved tool?

Which decisions always require human review?

Which uses are prohibited?

How will employees report an AI related incident?

When will this policy be reviewed again?

IMPORTANT

This template is an educational starting point, not legal advice. Employment, privacy, recording, consumer protection, discrimination, sector specific, and AI laws differ by jurisdiction and can change. Have the final policy reviewed by the appropriate professionals for your organization.