DECISIONS AND PROBLEM-SOLVING

Decision-Making Agenda

[The decision, written as a question]

MEETING DATE
[Month day, year]

LENGTH
30 to 60 minutes

Time	[00:00] to [00:00]	**Location**	[Room or video link]
Decision owner	[Name]	**Facilitator**	[Name]
Attendees	[Names]		

OBJECTIVE

> *Answer one question: [How will we ...?]. Leave with a decision, the reason for it, and who acts on it.*

Frame the decision as a question. "Budget problems" invites a discussion. "How will we cut spending by $100,000 this year?" asks for a decision.

BEFORE THE MEETING

- Decision owner: say how the decision will be made (owner decides, majority, or consensus).
- Send the options and the facts behind them by [date].
- Come with a view on each option, not a first reaction.

AGENDA (50 MINUTES)

NO.	MIN	ITEM	LEAD	PURPOSE
1	**5**	**State the decision and how it will be made** Read the question. Confirm who decides and by what rule.	[Decision owner]	Inform
2	**10**	**Agree on the criteria** What matters most: cost, time, risk, customer impact. Weight them.	All	**Decide**
3	**20**	**Compare the options** One option at a time, against the criteria. Facts first, then views.	[Facilitator]	Discuss
4	**10**	**Decide and record the reason** Fill in the decision record on page 2 before anyone leaves.	[Decision owner]	**Decide**
5	**5**	**Who needs to know, and actions** Who acts, and who must be told.	[Notetaker]	**Decide**

CRITERIA

CRITERION	WEIGHT	WHAT GOOD LOOKS LIKE
[Cost]	[40%]	[Under budget of ...]
[Time to deliver]	[30%]	[Live by ...]
[Risk]	[30%]	[No single point of failure]

MEETING RECORD

Decision-Making Agenda

NOTETAKER
[Name]

OPTIONS

OPTION	FOR	AGAINST	COST OR EFFORT	SCORE
[Option A]	[Main benefit]	[Main drawback]	[Estimate]	[0]
[Option B]	[Main benefit]	[Main drawback]	[Estimate]	[0]
[Do nothing]	[Main benefit]	[Main drawback]	[Estimate]	[0]

DECISION RECORD

FIELD	RECORD
Decision	[What we decided, in one sentence]
Reason	[Why this option beat the others]
Decided by	[Name], using [owner decides / majority / consensus]
Review on	[Date, or the event that would make us revisit it]
Tell	[People or teams who need to know, and who tells them]

DECISIONS, ACTIONS AND PARKING LOT

TYPE	WHAT WAS AGREED	OWNER	DUE
Decision	[What, in one sentence]	[Name]	[Date]
Action	[What, in one sentence]	[Name]	[Date]
Action	[What, in one sentence]	[Name]	[Date]
Action	[What, in one sentence]	[Name]	[Date]
Parked	[Topic, and where it goes next: meeting, email, next agenda]	[Name]	[Date]

NOTES

[Anything else worth keeping: numbers quoted, open questions, who to follow up with]