

Decision-making meeting template

Time	Topic	Lead	Desired outcome
5 min	Review context	Facilitator	Clarify the issue being addressed
15 min	Present options	Owner 1	Present 2–3 fully fleshed-out options
10 min	Q&A and discussion	All	Clarify concerns and explore trade-offs
5 min	Decision vote	Decision-Makers	Formal consensus or vote is recorded
5 min	Action items	Facilitator	Assign next steps based on the decision