Decision Accelerator Meeting Template

Cut meeting time in half while doubling the clarity of outcomes.

Promotora Systems Inc.

From Strategy to Success: Tools That Drive Results, Not Just Insights

Instructions

The Decision Accelerator Meeting Template is designed to eliminate wasted time and confusion in meetings. By focusing on decisions, not discussions, teams can accelerate clarity and accountability. Use this template to prepare, run, and follow up on meetings where decisions are the primary outcome.

Step 1: Define the Decision

Clarify the specific decision that must be made before the meeting starts.

Step 2: Identify Decision Owner & Stakeholders

Assign responsibility (who makes the call) and accountability (who executes).

Step 3: Pre-Work Distribution

Send relevant data, context, and options at least 48 hours in advance.

Step 4: Use the Template in Meeting

Capture decision, rationale, and commitments in real time.

Step 5: Confirm and Communicate

At the end, restate the decision, record it, and share with all stakeholders.

Step 6: Follow Up

Track action items and review decisions in subsequent check-ins.

Decision Record

Decision Topic	Decision Owner	Deadline	Final Decision	Notes

Stakeholders & Roles

Name	Role	Decision Role (R/A/C/I)	Input Provided	Follow-Up Needed

Action Items

Action Item	Owner	Due Date	Status