



Suhas Bhairav

AI Corporate Board Meeting Minutes Compliance Audit

Practical steps to automate board minutes review for compliance.

Enable AI-assisted review of board minutes to verify voting, conflicts, and record-keeping with minimal human oversight.

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Audit Scope & Roles

Define the scope of the minutes review and assign responsibilities. Align automation with board policies and legal risk tolerance.

Key move Pilot in 2 weeks; track verification time and accuracy.

PRACTICAL CHECKLIST

- 01** Identify minute sections to audit: voting records, recusals, chair actions, and amendments.
- 02** Catalog data sources: board portal exports, vote tallies, attendee lists, and approvals.
- 03** Identify automation candidates: data extraction, rule-based checks, anomaly detection, and auto-summarization.
- 04** Human-reviewed touchpoints: conflicts review, material changes, and final sign-off.
- 05** Data quality and provenance: source versioning, audit trails, and change logs.
- 06** Owners and governance: assign legal, compliance, IT, and executive sponsor.
- 07** Initial metrics: false positives, average review time, and escalation rate.

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Data, Rules, and Tools

Outline data flows, compliance rules, and the AI tools chosen for the audit. Emphasize human-in-the-loop review and full auditability.

Key move Document decisions; escalate uncertain results to legal counsel.

PRACTICAL CHECKLIST

- 01** Map data flow: source systems, exports, metadata, and storage.
- 02** Define compliance rules: voting validity, conflict disclosures, and record completeness.
- 03** Choose AI capabilities: OCR/extraction, structured data parsing, summarization, and anomaly detection.
- 04** Guardrails: prompt safety, hallucination checks, and date/version controls.
- 05** Provenance: log data lineage and model decisions for each result.
- 06** Integrations: connect board portal, document management, and secure storage.
- 07** Quality checks: random sampling of outputs for human validation in early cycles.

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Weekly Adoption Plan

Provide a practical 4-week adoption plan with weekly milestones and required approvals. Include metrics and ownership for accountability.

Key move Launch in a controlled pilot with a documented escalation path.

PRACTICAL CHECKLIST

- 01** Week 1: connect data sources, ingest representative minutes, and pilot extraction with human review.
- 02** Week 2: implement rule checks for voting validity and conflict disclosures; trigger reviewer alerts.
- 03** Week 3: generate AI summaries; compare outputs to official minutes; log discrepancies.
- 04** Week 4: publish governance process; assign owners; formalize escalation and sign-off.
- 05** Optional Week 5: audit results, adjust rules, and scale to full minutes.
- 06** Risks and guardrails: privacy, hallucination risk, and misinterpretation require human sign-off for legal conclusions.
- 07** Measurement and ownership: define success metrics; assign ongoing owners for data, model, and approvals.

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ABOUT THE CREATOR

Suhas Bhairav

I build AI systems that combine distributed architecture, retrieval, knowledge graphs, security, and practical workflow design. My focus is AI that can be used repeatedly by real teams: understandable, reliable, and grounded in the work people already do.

EXPERTISE

- Principal systems architecture and applied AI engineering
- Production-grade AI systems, agentic workflows, RAG, and knowledge graphs
- Full-stack workflow applications across AWS, Google Cloud, Azure, on-premise, and hybrid environments
- Practical AI implementation patterns for automotive, manufacturing, finance, logistics, cybersecurity, sales, and customer operations
- Security, governance, observability, approvals, and failure-mode thinking for operational AI systems

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