Suhas Bhairav

AI Leadership Meeting Operating Guide

Practical weekly playbook to steer AI-enabled leadership decisions.

A ready-to-use framework to run AI-focused leadership meetings with clear decisions, owners, and measurable outcomes.

Suhas Bhairav

suhasbhairav.com

Agenda, Pre-Reads & Roles

This page defines how to design leadership meeting agendas and prepare pre-reads. It aligns AI priorities with decision objectives.

Key move **Publish minutes within 24 hours and assign owners immediately.**

PRACTICAL CHECKLIST

01	Define fixed duration and timebox each topic to protect focus.
02	Publish a one-page pre-read 48 hours before; include context, current state, and required decisions.
03	List clear decision questions; categorize as approval, escalation, or defer.
04	Assign owners and success criteria per item; document accountability and expected timelines.
05	Include an AI impact snapshot per item: data needed, tools, metrics, risks, and governance.
06	Use a standard pre-meeting form to capture questions, constraints, and inputs from participants.
07	Set boundaries: no side conversations, stay on agenda, no non-urgent discussions during the meeting.

Suhas Bhairav AI Resource

A ready-to-use framework to run AI-focused leadership meetings with clear decisions, owners, and measurable...

Decision Questions & Ownership

This page standardizes how leadership decisions are framed, approved, and tracked in AI initiatives. It emphasizes clear owners, deadlines, and measurable success.

Key move **Action: require a decision owner and due date before each meeting.**

PRACTICAL CHECKLIST

01	Pair each leadership decision with a formal template: objective, impact, owners, success criteria.
02	Automate data collection for recurring metrics used in decisions (dashboards, KPIs), while interpretation remains human.
03	Reserve human review for policy, risk, ethics; automate only safe, routine approvals.
04	Define data sources, quality rules, and data lineage before setting decision thresholds.
05	Use enterprise AI tools for evidence gathering and option exploration; keep final choices in executive notes.
06	Establish governance thresholds: budget, compliance, legal risk; require approvals above thresholds.
07	Weekly cadence: review a small set of decisions; assign owners and due dates in a shared system.

Suhas Bhairav AI Resource

A ready-to-use framework to run AI-focused leadership meetings with clear decisions, owners, and measurable...

Agenda Execution & Accountability

This page outlines how to run the meeting and capture actions. It emphasizes timely follow-through, ownership, and measurement of AI initiatives.

Key move **Action: ensure minutes are shared and owners assigned within 24 hours.**

PRACTICAL CHECKLIST

01	Use a standardized action-capture template: owner, due date, success criteria, and next steps.
02	Record decisions with owners, deadlines, and required resources; circulate minutes within 24 hours.
03	Establish a weekly follow-up ritual: review overdue actions, blockers, and updated metrics.
04	Appoint a meeting steward to ensure minutes, tasks, and data live in the governance system.
05	Define success metrics for AI initiatives: adoption, impact, cost, and risk reduction.
06	Introduce guardrails: escalation thresholds, data privacy constraints, and compliance checks.
07	Weekly adoption plan: week 1 two actions, week 2 dashboards, week 3 pilot agent workflows.

Suhas Bhairav AI Resource

A ready-to-use framework to run AI-focused leadership meetings with clear decisions, owners, and measurable...

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

WEBSITE

suhasbhairav.com

EMAIL

suhasbhairav@gmail.com