



Suhas Bhairav

AI Meeting Decision Tracker

**A practical AI workflow to capture decisions,
owners, and actions from project meetings**

Turn every meeting into a structured, auditable
decisions log with AI.

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suhasbhairav.com

Scope and Setup

This page outlines what the AI decision tracker automates, what requires human review, and the data/tools needed to start.

Key move Start with one pilot meeting to validate the flow.

PRACTICAL CHECKLIST

- 01** Automate transcription from meeting audio or notes.
- 02** AI extracts decisions, rationale, owners, deadlines, and follow-up actions.
- 03** Keep human review for nuanced rationale, risk, and strategy alignment.
- 04** Data sources: transcripts, calendar events, PM tool fields.
- 05** Tools: Claude/ChatGPT, Zapier/Make, and PM integrations.
- 06** Templates: standardized fields for decisions, owners, and deadlines.
- 07** Governance: access control, audit trails, and version history.

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What to automate, what to review

Design the tracker to automate routine extraction and reduce manual note-taking. Reserve human review for judgement calls, nuance, and risk.

Key move Validate outputs against a sample meeting before real use.

PRACTICAL CHECKLIST

- 01** Automate: transcripts, decisions, rationales, owners, deadlines, and follow-up tasks in the tracker.
- 02** Keep human review on complex decisions, ambiguous rationales, and risk assessments.
- 03** Data sources: meeting notes, calendars, issue trackers, and PM tool APIs.
- 04** Required data fields: decision, rationale, owner, deadline, status, questions, and follow-ups.
- 05** Tools and prompts: Claude/ChatGPT plus structured prompts for consistent outputs.
- 06** Integration: connect to PM tools (Jira, Asana, Trello) and calendars.
- 07** Templates: a single, auditable tracker with version history.

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Weekly Adoption Plan

Follow a practical ramp to reliability, with clear ownership and guardrails at each step.

Key move Aim for >90% accuracy before broad rollout.

PRACTICAL CHECKLIST

- 01** Week 1: select one project meeting; set up templates and data connections.
- 02** Week 2: transcribe, extract decisions and owners; verify with a human.
- 03** Week 3: sync extracted items to the PM tool with owners.
- 04** Week 4: run pilot across two teams; collect feedback.
- 05** Week 5: establish guardrails, approvals, and data governance.
- 06** Week 6: measure adoption, accuracy, cycle time, and impact.
- 07** Week 7: scale responsibly with training and documentation.

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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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