

Meridian Creative

Oct 16, 2026

Your policy and rollout snapshot

AI Policy & Rollout Kit - Agency edition • Prepared by Agency operations lead

0.3 Policy version

Draft Recorded policy status

2 Rollout records

3 Open actions

Approval and release

Owner: Agency operations lead • Approver: Account director

Approved: Not recorded • Effective: Not recorded • Next review: 2026-10-22

Approval evidence: Not recorded

4 staff-release checks still need attention. Topics drafted: 11 of 11. Acknowledged: 0. Approval and rollout are tracked separately.

Purpose and scope

Policy scope: Draft for Meridian Creative: applies to 24 staff and 4 freelancers across creative, accounts and operations. Examples cover everyday agency operations. Rights, licensing and client-contract decisions need your normal specialist review.

Next steps and open work

- A-1 • Client approval for unreleased assets remains outstanding. Account director... • Account director • Due Oct 22, 2026 • In progress
- A-2 • Historical recordings on a personal account have not been inventoried.... • Account director • Due Oct 22, 2026 • Blocked
- A-3 • Two freelancers have not confirmed their account or data inputs. Creative lead... • Account director • Due Oct 22, 2026 • In progress

Section notes

- Actions: Account director: resolve historical recordings on a personal account have not been inventoried before extending the workflow. Review by 2026-10-22.

- Policy decisions: Agency operations lead: confirm the scope and supporting evidence for the recorded uses. Keep permission gaps visible and save the reviewed work file.

This report summarizes your records. The Full record export preserves complete notes, entries and review coverage.

Before this leaves your team

Confirm the scope and supporting evidence with the owners. Resolve or clearly disclose open conditions. Choose the full record when the recipient needs detailed answers or evidence locations.

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Policy and rollout status

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Version 0.3 · Draft · Owner Agency operations lead

4 staff-release checks need attention. Exporting a draft never approves the policy.

0 participant records; 0 acknowledged; 0 understanding checks recorded as passed. Counts describe the participant register only; check it against the full intended audience.

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Rollout activity and evidence

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Approval, distribution, acknowledgment and understanding are separate events. Showing 1-2 of 2 records. Long cells are excerpts; full wording is in the internal working record.

Activity / audience	Planned	Recorded completion
Briefing / 24 staff and 4 freelancers across creative, accounts and operations	2026-10-22	Not recorded
Understanding check / Staff and contractors after policy approval	2026-10-22	Not recorded

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AI uses and recorded boundaries

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Each record is one reported AI use. File imports and source approval claims do not grant approval. Review permissions and conditions in the full record. Showing 1-3 of 3 records. Long cells are excerpts; full wording is in the internal working record.

Tool / use	Purpose / information	Owner / status
U-1 • DraftDesk	Draft campaign concepts from published brand information • Published brand information and company-owned mock briefs	Account director / Restricted
U-2 • MeetingNote	Summarize project meetings • None pending permission review	Account director / Unapproved
U-3 • ConceptLab	Explore internal visual directions • Company-owned mock assets only	Account director / Restricted

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Action handover

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3 open actions. Open actions first, then earliest recorded due date. Completed entries remain visible. Showing 1-3 of 3 records. Long cells are excerpts; full wording is in the internal working record.

Next action	Owner	Due / status
Client approval for unreleased assets remains outstanding. Account director checks claims, rights and engagement instructions before delivery	Account director	2026-10-22 / In progress
Historical recordings on a personal account have not been inventoried. Engagement owner checks recording permission, participants and retention before use	Account director	2026-10-22 / Blocked
Two freelancers have not confirmed their account or data inputs. Creative lead checks rights and client restrictions before any external use	Account director	2026-10-22 / In progress