

Meridian Creative

Oct 16, 2026

Your preparation snapshot

Shadow AI Risk Kit - Agency edition • Prepared by Agency operations lead

0 of 7 sections reviewed by the preparer. Review marks describe the entries, not whether controls are operating.

3 AI uses recorded

2 Coverage records

3 Risks to review

3 Open actions

Purpose and scope

24 staff and 4 freelancers across creative, accounts and operations

A client asks how AI contributed to its work.

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.
- AI uses: 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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Top five AI risks and what we are doing about them

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The five reviewer priorities recorded so far, with the next action already in the register. This page is a briefing for leadership. Respondent names are omitted; review free-text notes and action owners before sharing.

Risk	Priority	What we are doing
Historical recordings on a personal account have not been inventoried	Priority	Historical recordings on a personal account have not been inventoried. Engagement owner checks recording permission, participants and retention before use • Account di...
Client approval for unreleased assets remains outstanding	Investigate	Client approval for unreleased assets remains outstanding. Account director checks claims, rights and engagement instructions before delivery • Account director
Two freelancers have not confirmed their account or data inputs	Investigate	Two freelancers have not confirmed their account or data inputs. Creative lead checks rights and client restrictions before any external use • Account director

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Reviewer priorities

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Urgent and Priority records appear first; reviewer judgments are not automated. Showing 1-3 of 3 records. Long cells are excerpts; full wording is in the internal working record.

Use / scenario	Priority	Owner
U-2 • Historical recordings on a personal account have not been inventoried	Priority	Account director
U-1 • Client approval for unreleased assets remains outstanding	Investigate	Account director
U-3 • Two freelancers have not confirmed their account or data inputs	Investigate	Account director

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Coverage and open gaps

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3 recorded uses; 0 record-supported. Groups with missing information appear first. Counts do not establish complete discovery. Showing 1-2 of 2 records. Long cells are excerpts; full wording is in the internal working record.

Team / source	Responses / coverage	Open gap
Staff	24 of 24 / Reviewed	Responses are disclosures, not technical verification.
Contractors and associates	2 of 4 / Partial	Two freelancers have not confirmed their account or data inputs

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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