

Meridian Creative
Oct 16, 2026

AI decisions

Leadership report • Decisions, conditions and current uses

Decisions and conditions

Tool / request	Recorded decision	Reviewer
ConceptLab	Approved with conditions Reason: vendor assessment attached and inputs limited to company-owned mock assets only. Condition: Creative lead checks rights and client restrictions before any external use.	Account director
MeetingNote	Declined Real-data pilot declined until permission and vendor review are complete.	Account director
DraftDesk	Approved with conditions Account director checks claims, rights and engagement instructions before delivery; restricted to public or... Example of a gap the kit flags. No vendor assessment or reason recorded Next action: attach the vendor assessment, or record why the use is approved without one, before relying on this approval.	Account director

Showing up to three most recently entered decisions of 3. 2 of 4 uses marked approved in the inventory have no decision record yet. Next action: record the reviewer, decision and conditions for each in Approvals. Entry order is not approval date. Read full conditions in the working record before acting.

AI uses in scope

Tool / information boundary	Owner	Approval
DraftDesk Published brand information and company-owned mock briefs	Account director	Approved with conditions
MeetingNote Client discussions, participant names and recordings	Account director	Declined
ConceptLab Company-owned mock assets only	Account director	Approved with conditions
WriteAssist Internal operational notes only; no client records or personal data	Agency operations lead	Approved
ResearchBrief Published sources only; summaries are checked against the source before reuse	Agency operations lead	Approved with conditions

5 uses recorded. Full inventory and decision history remain in the dashboard and full-record export.

Working scope

24 staff and 4 freelancers across creative, accounts and operations • A client asks how AI contributed to its work.

Meridian Creative
Oct 16, 2026

Follow-up and ownership

Leadership report • Open work and accountable owners

Priorities for leadership

Action / risk	Owner	Due
Historical recordings on a personal account have not been inventoried Pause the use and obtain the missing evidence.	Account director	Oct 22, 2026
Client approval for unreleased assets remains outstanding Complete the review and record the outcome.	Account director	Oct 22, 2026
Two freelancers have not confirmed their account or data inputs Complete the review and record the outcome.	Account director	Oct 22, 2026

Showing 3 of 3 open risks, ordered by recorded impact and due date. Full details remain in the working record.

Accountability and next review

Policy owner: Agency operations lead. Next review: Oct 22, 2026.
Policy adoption recorded Oct 8, 2026.

Supporting program

0 of 12 readiness items have a recorded owner, evidence reference and In place status. This optional program view is separate from the decisions above.
Prepared by Agency operations lead. Recorded decisions and excerpted notes, not independent assurance or certification. Use the full record for complete wording, supporting reviews and evidence references.