

Monthly AI governance review agenda

Generated: 2026-09-13

Version: September 2026 · Version 1.2

Work through the prompts with the people who own the process. Record evidence and open questions, then agree who will act and by when.

01 · Prepare the meeting

Gather evidence before the discussion and bring unresolved actions from the previous review.

Meeting details

Record the date, facilitator, participants and period covered.

Previous actions

For each action, check completion evidence against the agreed outcome. Record owner, due date, overdue items and unresolved blockers. An action marked complete still needs an effectiveness check.

Current AI use

Link the use-case register. Note new, changed or retired uses, owners and affected workflows.

Decisions needed

List the decisions that need agreement today and who has authority to make them.

02 · Review the operating picture

Use this agenda to surface changes, questions and friction early.

Tools and suppliers

Review new tools, changed features or terms, vendor evidence and any approval conditions.

Incidents and near misses

Record issues, unintended outputs and recurring questions. Include the response owner and escalation needed.

Policy and human review

Sample approvals, denied actions, activity logs and revocation/recovery tests. Did the controls work and were any bypassed? Assign corrective action and a dated effectiveness check.

Skills and training

Identify role-specific gaps, new starters and refreshers needed after tool, workflow or rule changes.

03 · Record decisions and follow-up

Close the meeting with named owners and a date for checking progress.

Decisions and rationale

Record each decision, its scope, supporting evidence and the person approving it.

Action log

Record each action, owner, deadline, completion evidence and follow-up effectiveness check. Keep unresolved items open and link the decision and technical test results.

Leadership and communication

What needs escalation or communication? Identify the audience, message, owner and timing.

Next review

Set the next scheduled review. Reassess material changes in purpose, data, permissions, tools, model, supplier or autonomy before changed operation; pause and escalate failed controls when needed.

04 · Benefits evidence and portfolio decision

Link this review to a stable use-case ID. Estimated benefits are not measured outcomes.

Baseline and benefits

Compare total work plus review effort, quality, usefulness and costs with the manual baseline. Record method, period and evidence.

Data and dependencies

Review data-quality gaps, access, integrations, suppliers and capacity. Name owners and readiness conditions.

Portfolio decision

Choose pilot, continue, change, scale or retire. Record evidence, rationale, authorised approver and conditions.

Handoff and follow-up

Update the use-case register. Assign implementation, supplier, training and incident-learning actions, with owners and review dates.

Use and adapt this worksheet within your organisation. Keep the source acknowledgement when sharing an unmodified copy.

Background reading: <https://adastudio.ch/blog/ai-governance-operating-rhythm>