

**PROMPT WO-019**

Create a Decision Log

Purpose

Use this prompt to create a structured decision log from meetings, workshops, or project discussions. A decision log provides a permanent record of what was decided, why the decision was made, who approved it, and any actions that follow. It's ideal for projects, governance, audits, and team accountability.

DIFFICULTY
 **Beginner**

TIME SAVED
 **20–30 min**

BEST FOR
Project Governance



Best AI Tools

- ChatGPT
- Claude
- Microsoft Copilot
- Google Gemini



Copy & Paste Prompt

You are an experienced Project Manager.

Create a professional decision log using the information below.

Meeting Title:

[Insert meeting title]

Meeting Date:

[Insert date]

Attendees:

[List attendees]

Meeting Notes:

[Paste meeting notes]



Decisions Made:

[List known decisions]

Reason for Each Decision (if known):

[Provide any supporting information]

Outstanding Decisions:

[List anything still requiring approval]

Tone:

Professional, factual and well organised.

Please:

- Review all meeting information.
- Identify every confirmed decision.
- Present the information in a table with the following columns:
 - Decision ID
 - Decision
 - Reason
 - Decision Owner
 - Decision Date
 - Status (Approved, Pending or Rejected)
- Include a section for outstanding decisions.
- Finish with a brief summary of the overall outcomes.

Return only the completed decision log.

Example

INPUT

Meeting Title: Website Launch Planning

Meeting Date: 5 September

Attendees:

- Amy
- Sarah
- John

Meeting Notes:

- Website launch date confirmed.
- Contact form testing completed.
- Marketing campaign approved.
- Final legal review still outstanding.



EXPECTED OUTPUT

Website Launch Planning – Decision Log

Confirmed Decisions — see table below

ID	DECISION	REASON	OWNER	DATE	STATUS
D-001	Launch website on 15 September	Testing completed successfully	Amy	5 Sept	Approved
D-002	Approve marketing campaign	Content ready for publication	Sarah	5 Sept	Approved
D-003	Publish launch announcement after legal approval	Ensure compliance	John	5 Sept	Pending

OUTSTANDING DECISIONS

- Final approval of Privacy Policy.
- Confirm post-launch support schedule.

SUMMARY

Three key decisions were reviewed during the meeting. Two have been approved, while one remains pending until the legal review has been completed.

 **Builder's Tip:** *Decision logs become incredibly valuable as projects grow. Instead of relying on memory or searching through emails, your team has a single source of truth showing what was decided, when, and by whom.*

Related Prompts

- WO-011 – Create a Professional Meeting Agenda
- WO-012 – Write Professional Meeting Minutes
- WO-014 – Create an Action Plan from a Meeting
- WO-020 – Write a Project Status Meeting Summary

Tags

[DECISION LOG](#)[PROJECT
MGMT](#)[MEETINGS](#)[GOVERNANCE](#)[BUSINESS](#)

