AI Board Briefing template: the agenda and the ten questions

A one-page agenda for a 90-minute board or leadership session on AI, and the ten questions a board should ask.
Print it, bring it to the meeting, and write a name next to each item before anyone leaves the room.

The agenda

1. **Where AI is already in use in the company.** Ask, do not audit. People who use these tools on their own are rarely hiding anything. *Ten minutes.*
2. **The two people who use it well, and what each may do.** Name them. Write down a scope for each: what they may build, what they must never touch, who signs off. *Fifteen minutes.*
3. **The one data rule.** One sentence everyone can repeat, such as: no customer or pricing data goes into a tool the company has not approved. *Ten minutes.*
4. **The never-build list.** Three things the company will never let a machine do alone. *Fifteen minutes.*
5. **The first piece of work, and its owner.** One small job, one named person, one way to tell whether it helped. *Fifteen minutes.*
6. **What the board hears next quarter.** What gets reported, by whom, on one page. *Ten minutes.*
7. **Decisions to record before leaving the room.** Read back each name, rule and date, and write them down. *Fifteen minutes.*

The ten questions

1. Who in the company already uses AI tools, and for what?
2. What customer or pricing data has gone into a tool we did not approve?
3. Who owns the AI question after today?
4. What would we never let a machine do alone?
5. What did the last pilot cost, and what did it change?
6. Which vendor contracts now include AI features, and who reads them?
7. How would a buyer or lender read our answer?
8. What is the first piece of work, and who runs it?
9. What will we see next quarter?
10. What should we stop?

How to use it

Send the ten questions to the board a few days before the session so nobody hears them cold. Run the agenda in order and keep to the minutes, because the later items are the ones that get cut. Leave with a name next to every item and a date for the next report. This is a business tool, not legal advice; ask your counsel about contracts and regulation.

If you want the session run and the brief written for you, that is the AI Board Briefing: 013labs.com/ai-board-briefing

Answers to the ten questions: 013labs.com/questions-your-board-will-ask-about-ai

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