AI-drafted minutes: review checklist

The checks the board secretary makes before an AI draft becomes the minutes: source, accuracy, translation, sign-off, and what to keep and delete. Page 1 is the checklist; page 2 explains the checks that catch most errors.

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Before you generate the draft

Check	Who	Done
Participants were told that the meeting is recorded or transcribed (consent recorded where required); the tool is on the approved list	C, S	☐
The transcript is complete (every item, no gaps from dropped connections) and speakers are mapped to the right names	S	☐
Session without management and items marked confidential are not in the transcript, or removed before AI use	S	☐

Check the draft against the transcript and your notes

Check	Who	Done
Attendance: present, excused, guests and when they joined or left; quorum stated	S	☐
Conflicts of interest declared, and who left the room for which item	S	☐
Each resolution word for word: the proposed wording from the paper plus any change made in the meeting	S	☐
Vote result for each resolution: for, against, abstentions; chair's casting vote if used	S	☐
Dissent and statements a member asked to be recorded, in that member's words	S	☐
Numbers, amounts, dates and percentages match the papers	S	☐
Names, roles and company names spelled correctly	S	☐
Nothing invented, nothing attributed to the wrong person: every sentence can be traced to the transcript or your notes	S	☐
Items deferred, taken for information only, or moved off the consent agenda are recorded as such	S	☐
Action items: wording, owner, due date	S	☐
Headings follow the agenda numbers; detail follows your minutes style: decisions and reasons, no side remarks	S	☐

Translation, if the minutes exist in two languages

Check	Who	Done
Every resolution in the translation checked by a person fluent in both languages; the binding version is stated	S	☐
Board terms used consistently (for example Verwaltungsrat, Traktandum, Pendenz)	S	☐

Sign-off, keep and delete

Check	Who	Done
Draft marked as reviewed (name, date) and passed to the chair for review	S, C	☐
Draft sent to members for comments; minutes approved and signed as your organisational regulations require	C, S	☐
After approval, as your rules say: delete recording, transcript and AI drafts, also inside the AI tool; note what was deleted and when	S	☐

Owners: **S** board secretary • **C** chair

How to use it

The draft is not the minutes. An AI draft is a starting point. It becomes the minutes only after your review, the chair's review and the approval your rules require. Mark it as a draft until then.

Check resolutions first. If time is short, check the resolutions, the votes and the dissent before anything else. They are what the minutes are for, and the place where an error has consequences. Compare them with the proposed wording in the paper, not with the AI's summary of the discussion.

Look for what is too smooth. AI drafts read well even when they are wrong. Typical errors: a decision recorded that was only discussed, a speaker who was not there, an amount from a different paper, a confident summary of a passage the transcript did not catch. When a sentence sounds right but you cannot find it in the transcript, delete it.

Watch the gaps. Poor audio, cross-talk and people joining by phone leave gaps in transcripts. The AI fills them. Note the times of known problems during the meeting so you can check those passages.

Keep your own notes. Write down at least the resolution wording, the votes and any dissent during the meeting. They are your check against the transcript and the draft.

Translation. A translated resolution must say the same thing as the original. Have it checked by a person, and state which version is binding.

Delete on time. Recordings, transcripts and drafts contain more than the minutes, including remarks the board did not want recorded. Delete them once the minutes are approved, unless your rules require otherwise, and check that the AI tool does not keep a copy.

> **Agree the rules once:** whether recordings are allowed, which tool is approved, who reviews and when recordings are deleted belong in the board's AI policy or the organisational regulations, not in each meeting.

About Konsaro

Konsaro is a board portal by Software Vision AG, Zürich, for boards of directors, supervisory boards and executive teams: board books, agenda, voting and circular resolutions, minutes and follow-up in one place. Board data is stored in Zürich, Switzerland. The Minutes Copilot drafts the minutes per agenda item from the meeting transcript, and the board office reviews and edits every draft before it is shared.

See it with your own agenda: konsaro.com/en/demo