



FREE AI SKILL · AI FOR OPERATORS

# MEETING DECISION AUDIT

An AI skill that analyses meeting transcripts and tells you how your team is making decisions. Not a summary. An audit.

71 bias patterns · Decision registers · Non-decision tracking

## OVERVIEW

## AN AUDIT, NOT A SUMMARY

The Meeting Decision Audit is a free AI skill that analyses meeting transcripts and tells you how your team is making decisions. Upload a transcript and get a structured report covering every decision made, the people who made it, and the method used.

Most AI meeting tools tell you what was said. This one tells you how the decision was made and what was missing. The distinction matters because most organisations have no shortage of meeting notes. They have a shortage of visibility into whether the right people are making decisions, in the right way, with the right information.

The audit covers four areas:

- Every decision made, who made it, and what method was used
- Where decisions should have been made but were deferred, avoided, or made by default
- What bias patterns were present, with transcript evidence for each
- What the team should do differently next time

## WHY IT EXISTS

## THE PATTERN IS NOT UNCOMMON

The skill was built and tested against four synthetic meeting transcripts from a fictional Formula 1 team, Hawthorne Racing, facing a decision about switching engine suppliers ahead of a major regulatory reset.

Across those four meetings, the skill returned 15 bias instances: authority override running through every meeting, a key stakeholder group finding out a contract was signed after the fact, and no contingency plan. The owner's answer when asked about plan B was direct: "Plan B is don't need Plan B."

## MEETINGS TESTED

**4**

Synthetic transcripts across a multi-meeting arc

## BIAS INSTANCES FOUND

**15**

Across cognitive, group dynamic, and structural categories

## BIAS PATTERNS CHECKED

**71**

Per transcript, across three taxonomy categories

The scenario is fictional. The patterns are not uncommon.

## BIAS TAXONOMY

## 71 PATTERNS ACROSS THREE CATEGORIES

Every transcript is checked against a structured taxonomy covering cognitive biases, group dynamic biases, and structural and process gaps. For each instance detected, the report includes the transcript evidence and the impact on decision quality.

### COGNITIVE BIASES (42)

ANCHORING AUTHORITY BIAS CONFIRMATION BIAS SUNK COST FALLACY OPTIMISM BIAS  
GROUPTHINK OVERCONFIDENCE NARRATIVE FALLACY STATUS QUO BIAS  
AVAILABILITY HEURISTIC FRAMING EFFECT HINDSIGHT BIAS PLANNING FALLACY  
DUNNING-KRUGER EFFECT RECENCY BIAS ATTRIBUTION ERROR BANDWAGON EFFECT  
SELECTIVE ATTENTION ILLUSION OF CONTROL BASE RATE NEGLECT REACTIVE DEVALUATION  
CURSE OF KNOWLEDGE OSTRICH EFFECT OUTCOME BIAS BLACK-AND-WHITE THINKING  
PSEUDO-CERTAINTY EFFECT AND 16 MORE

### GROUP DYNAMIC BIASES (15)

SILENCE AS AGREEMENT ABILENE PARADOX SUNFLOWER BIAS DIFFUSION OF RESPONSIBILITY  
CASCADE EFFECT CONFORMITY PRESSURE HIPPO EFFECT IN-GROUP BIAS RISKY SHIFT  
SOCIAL LOAFING BYSTANDER EFFECT PEER PRESSURE EMOTIONAL CONTAGION  
FALSE CONSENSUS AUTHORITY GRADIENT

### STRUCTURAL AND PROCESS GAPS (14)

MISSING STAKEHOLDERS NO CONTINGENCY PLAN NO DECISION CRITERIA NO OWNERSHIP  
MEETING THEATRE PREMATURE CLOSURE FALSE URGENCY NO ESCALATION PATH  
UNDOCUMENTED ASSUMPTIONS MISSING REVIEW TRIGGER SCOPE CREEP DEFERRED OWNERSHIP  
PROCESS BYPASS DECISION BY DEFAULT

For each bias detected, the audit report includes the specific transcript evidence — a quoted passage or moment — and an assessment of the impact it had on decision quality. Bias is not flagged without evidence. The report shows its work.

## INSTALLATION

## FOUR STEPS TO GET STARTED

The skill is a `.skill` file. It works with Claude on claude.ai. A Pro plan or above is required to install Skills.

**1** DOWNLOAD THE SKILL FILE

Download `meeting-decision-analyst.skill` from the link provided when you access the skill. This is the file you will install into Claude.

**2** OPEN CLAUDE SETTINGS

Go to **claude.ai** and click your profile icon in the top right. Select **Settings**, then navigate to the **Skills** tab.

**3** INSTALL THE SKILL

Click **Install skill**, select the `.skill` file you downloaded, and confirm. The skill will appear in your skills list as **meeting-decision-analyst**.

**4** TEST IT

Start a new conversation. Paste a short meeting transcript and type: `Analyse this meeting`. You should receive a structured decision analysis. If the skill is installed correctly, it will automatically trigger whenever you provide a transcript and ask for analysis.

## GOOD INPUT

## WHAT MAKES A STRONG TRANSCRIPT

The skill works best with verbatim or near-verbatim transcripts. Auto-generated transcripts from Zoom, Teams, Google Meet, or Otter.ai all work well. Meeting notes or summaries work less well — the raw dialogue is where most of the bias signals live.

Minimum useful transcript length is roughly ten minutes of meeting time. There is no upper limit.

**Note on confidentiality:** Do not paste transcripts containing identifiable personal information unless you have appropriate permission to do so. If the meeting involved sensitive commercial, legal, or HR matters, redact names and identifying details before running the analysis. The substance of the decision-making can still be evaluated without them.

USAGE

BASIC AND ADVANCED MODES

BASIC USAGE

Start a conversation in Claude. Paste or upload your transcript. Then use one of the following prompts:

- Analyse this meeting
- Evaluate the decisions in this meeting
- Run a decision audit on this transcript

OUTPUT MODES

You can specify which output format you want by adding a mode to your request:

| MODE     | WHAT IT DOES                                             | BEST FOR                                            |
|----------|----------------------------------------------------------|-----------------------------------------------------|
| Standard | Full structured analysis in chat. Default output.        | Internal review                                     |
| Client   | More formal language, suitable for sharing externally.   | External stakeholders                               |
| Audit    | Emphasis on process gaps over individual bias instances. | Teams reviewing their own decision-making practices |

To use a mode, add it to your request: `Analyse this meeting – client mode`

LONGITUDINAL ANALYSIS

If you have transcripts from multiple meetings with the same team, run them in sequence in the same conversation and tell the skill:

- These are four meetings from the same leadership team. Analyse each one and identify patterns across the arc.

The skill maintains a decision ledger across the conversation and surfaces patterns that repeat, improve, or deteriorate over time. Boards, leadership teams, and project governance structures that meet regularly on the same issues get the most out of this mode.

## FROM AUDIT TO PLATFORM

# BUILT FOR SCALE

The Meeting Decision Audit is a manual tool. You run it when you choose to, on transcripts you choose to share.

Ketsudan ([ketsudan.co](https://ketsudan.co)) is what this becomes at scale: a platform that structures every decision your team makes, tracks patterns over time, and gives you access to external Advisors, Peers, and Alumni who have faced the same decisions before.

If the audit surfaces something worth fixing structurally, that is what Ketsudan is for.

HAWTHORNE RACING DEMO

EXCERPTS FROM A FOUR-MEETING ARC

These excerpts come from the Hawthorne Racing demo analysis, four meetings covering a decision to switch engine suppliers ahead of a regulatory reset. The skill returned 15 bias instances across the arc.

DECISION REGISTER

| #   | DECISION                                         | OWNER        | METHOD    | BIAS RISK |
|-----|--------------------------------------------------|--------------|-----------|-----------|
| D1  | Proceed to technical evaluation of Katana Motors | V. Morello   | Authority | HIGH      |
| D2  | Commission site visit to Katana Sakura facility  | C. Whitfield | Consensus | Medium    |
| D3  | Sign heads of terms with Katana Motors           | V. Morello   | HiPPO     | HIGH      |
| D4  | Inform drivers post-signing only                 | V. Morello   | Authority | HIGH      |
| ND1 | No contingency plan documented                   | N/A          | Default   | HIGH      |

BIAS PATTERN EXCERPT

AUTHORITY BIAS · COGNITIVE · RISK: HIGH

"Drivers after the signing. That's my decision. They'll find out soon enough." V. Morello, Meeting 3

Authority override without documented rationale appears in all four meetings. No participant successfully challenges a position decision once Morello has stated it. The analysis continues, but the outcome is already decided before anyone speaks.

NON-DECISION EXCERPT

ND1: NO CONTINGENCY PLAN

What should have been decided: What triggers a review of the partnership, and what happens if performance milestones are not met in year two.

Why it wasn't: The question was raised by C. Whitfield and immediately shut down by V. Morello. No other participant pursued it.

Risk of deferral: Without a documented off-ramp, the team has no mechanism to course-correct if the partnership underperforms. The absence of a plan B is itself a structural risk that compounds over time.

Suggested owner: Chief Technical Officer, before heads of terms are executed.



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# READY TO USE THIS FOR REAL?

The Meeting Decision Audit is free and requires no login. Download the skill, install it in Claude, and run it on your next transcript. If you want to understand what we could build for your organisation, start at [arbitr.co](https://arbitr.co).

[arbitr.co](https://arbitr.co) · [ketsudan.co](https://ketsudan.co)

Meeting Decision Audit, free, no login required. Built by Arbitr. [hello@arbitr.co](mailto:hello@arbitr.co)