AI Tool Evaluation Meeting

Meeting Details

Date / Time

Location / Platform

Attendees

Requesting Advisor

Compliance Officer

Branch Manager *(if applicable)*

Other

Meeting Purpose

To review and evaluate: [Tool Name] for use in [specific purpose] by [advisor name / team], with the goal of reaching [approval / approval for pilot / next-steps agreement].

Pre-Meeting Materials Distributed

- ☐ Business Case (Component 02)
- ☐ Vendor Evaluation Checklist (Component 03)
- ☐ Vendor documentation:
- ☐ Other:

Date distributed:

Best Practice
Distributing the Business Case and Vendor Evaluation Checklist at least 48 hours before the meeting gives your compliance officer time to review and come prepared with specific questions rather than needing to process everything in the meeting.

This template helps you structure conversations about AI tool adoption at your firm. It does not constitute compliance or legal advice. Consult your firm's compliance department and legal counsel for guidance specific to your situation.

Where This Fits

01 Framework

03 Vendor Checklist

02 Business Case

04 Conversation Prep

05 Meeting Agenda

YOU ARE HERE

Agenda

Meeting Length
Suggested: 30–45 min. Adjust allocations to your firm's needs. For 30 min, reduce Items 3 and 4.

Item 1: Context Setting

5 min

Establish why this meeting is happening and what outcome you are seeking.

Advisor notes:

Item 2: Business Case Overview

10 min

Focus on problem, solution, and risk mitigation rather than reading the full document.

Key points:

- ☐ Current problem / time cost
- ☐ Proposed solution overview
- ☐ ROI summary
- ☐ Risk mitigation approach

Advisor notes:

Item 3: Vendor Evaluation Review

10 min

Component 01 (Framework): Lead with areas your compliance officer will focus on.

Priority areas:

- ☐ Data handling / PII
- ☐ Security posture
- ☐ Record keeping
- ☐ Regulatoryalignment
- ☐ Vendor stability

Key strengths:

Known gaps & mitigations:

Item 4: Compliance Concerns Discussion

10 min

Open the floor for your compliance officer. Listen carefully, respond with prepared info (Component 04), document concerns you cannot address immediately.

Concerns raised:

Responses provided:

Items requiring follow-up:

Item 5: Decision Framework

5 min

Seek a clear outcome from the meeting.

Outcome:

- ○ Approved for pilot
- ○ Escalated to dealer level
- ○ Approved for full use
- ○ Not approved
- ○ Needs more information
- ○ Deferred:

Item 6: Next Steps

5 min

Documents pecificactions, owners, and deadlines.

Action Item	Responsible Person	Deadline

Follow-up meeting date:

Post-Meeting Documentation

Complete this section within 24 hours of the meeting. This creates a compliance record of the evaluation process.

Meeting outcome summary

Summarise the meeting result in 2–3 sentences.

Decision reached

- Approved for pilot
- Approved for full use
- Needs more information
- Escalated
- Not approved
- Deferred

Conditions attached to decision:

Outstanding questions / info requests:

Follow-Up Commitments

Commitment	Responsible Person	Deadline

Going Deeper:
Key concerns expressed by compliance

Institutional memory: record for future conversations.

Going Deeper:
My assessment of this meeting (private)

Personal reflection. Not shared with compliance officer.

Copy sent to:

- ☐ CCO
- ☐ Branch Manager
- ☐ Personal file
- ☐ Other:

Best Practice Send the meeting summary to your compliance officer within 48 hours. This demonstrates thoroughness and creates a shared record. It also ensures alignment on what was agreed.