**Change Authorization Meeting**

**Purpose**

Although high-velocity organizations often decentralize change approval, the appropriate designated change authority could still be a group of people, such as a change advisory board (CAB). The purpose of change authorization meeting minutes includes:

1. **Documentation**: Meeting minutes provide a formal record of the key details, such as the date and time of the meeting, attendees, agenda items, discussions, conclusions, and action items.
2. **Accountability**: Responsibilities for any action items should be clearly defined and assigned to the appropriate individuals or teams. Additional follow-up activities may be necessary.
3. **Reference for Future Analysis**: Minutes serve as a reference document for stakeholders who may need to recall details about past decisions, discussions, or actions taken during previous meetings.
4. **Continual Improvement**: Minutes can identify opportunities to enhance value streams, processes, procedures, and systems based on the findings and recommendations discussed during the meeting.
5. **Communication and Transparency**: Meeting minutes can be shared with stakeholders, including senior management, relevant teams, and third parties to keep them informed.
6. **Compliance and Audit Requirements**: Meeting minutes may be required for compliance with regulatory requirements and/or internal audit purposes to demonstrate that established procedures have been followed in a timely and effective manner.

**Guidance for Usage**

For guidance on how to use this template please refer to the ITIL4 Change Enablement Official Practice Guide and the **ITIL 4 Template Guide** which explains the value and importance of customization for your own organizational context.

**[Organization Name]**

**Change Authorization Meeting**

[Filename & version]

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# **1. Change Authorization Meeting**

|  |  |
| --- | --- |
| **Meeting Location**  |  |
| **Date of Meeting**  |  |
| **Recorded By** | **Organized By** | **Start Time**  | **Duration** |
|  |  |  |  |
| **2. Participants** |
| **Number** | **Name** | **Role** | **Comments** |
| **1** |  |  | **Organizer** |
| **2** |  |  | **Recorder** |
| **3** |  |  |  |
| **4** |  |  |  |
| **5** |  |  |  |
| **3. Meetings’ Agenda** |
| **Time** | **Subject** | **Presenter** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **4. Action Items** |
| **Number** | **Action Item** | **Due Date** | **Owner** | **Comments** |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **4** |  |  |  |  |
| **5** |  |  |  |  |