

Capital Approval Meeting Minutes

Decision Matrix

Option	Description	Cost (USD)	Benefit	Risks	Score	Decision
Option A	Expand current facility	500,000	Increase capacity by 30%	Construction delays	8.5	Approved
Option B	Build new facility	1,200,000	Modern infrastructure	Higher upfront cost	7.0	Not Approved
Option C	Lease additional space	100,000/year	Low commitment	Temporary solution	6.2	Not Approved

Attendance

Name	Position	Attendance
John Smith	Chief Financial Officer	Present
Mary Jones	Head of Operations	Present
Samuel Lee	Project Manager	Absent

Summary of Discussion

The committee reviewed the presented options for addressing increased production demand. After evaluating pros, cons, costs, and associated risks, Option A (Expand current facility) received the highest score and was approved by consensus. Further action items were assigned for implementation oversight.

Important Notes:

- A Decision Matrix helps ensure objectivity and transparency in capital approval meetings.
- Scoring should be based on pre-agreed criteria to avoid bias.
- Meeting minutes should clearly reflect attendees and rationale for final decisions.
- Store this document securely as part of official records for future audits.