

Decision Log Template

Founder Support on Sensitive Matters — Sample Template

Purpose

Use this log to record sensitive decisions with a brief written trail, even when access to the full detail is restricted to a small circle. The point isn't documentation for its own sake — it's so a decision doesn't have to be reconstructed from memory months later.

Log — Worked Example

Date	Matter Category	Decision Summary	Confidentiality	Owner
2026-03-04	Cap Table	Approved advisor equity grant, 0.25%, 4-yr vest	Founder-Only	CEO

Confidentiality Levels

- Founder-Only — visible to the founder(s) alone
- + Chief of Staff — founder plus the person coordinating follow-through
- Need-to-Know Basis — expanded only to those directly executing on the decision

Handling Note

This log records that a decision was made and by whom — it is not a substitute for legal, tax, or financial advice on the underlying matter.