

AI Strategy Board - Meeting Minutes

Date: October 3, 2025 **Location:** Conference Room 4B **Attendees:** Evelyn Reed, Ben Carter, Maria Garcia, David Chen

Agenda Item 1: Review of Project Phoenix Status

- **Presenter:** Evelyn Reed
- **Discussion:** Evelyn presented the Q3 status report. She highlighted the successful completion of the Cerberus data ingestion module. However, she raised a significant concern regarding the high error rate (22% MAPE) in the Oracle forecasting model.
- Ben Carter questioned if the transformer architecture was the right choice and suggested a temporary rollback to the originally planned LSTM model.
- Maria Garcia countered, stating that the problem is likely not the model architecture but the data quality from the AS/400 system. She proposed a dedicated data cleansing sprint.
- David Chen agreed with Maria's assessment and expressed concern about the budget, noting that additional GPU time for retraining will be costly.
- **Decision:** The board approved Maria's proposal for a two-week data cleansing sprint. Ben Carter's suggestion to revert to LSTM was tabled pending the results of the retraining. Evelyn Reed is tasked with preparing a revised budget proposal.

Agenda Item 2: Ethical Review of Project Chimera

- **Presenter:** Ben Carter
- **Discussion:** Ben presented Project Chimera, an AI-powered candidate screening tool for HR. The system analyzes resumes and provides a "match score" for job requisitions.
- Maria Garcia raised concerns about potential for bias, citing Principle 1 of the Responsible AI Framework. She asked how the model accounts for proxies for gender or race, such as names or university affiliations.
- Ben Carter explained that the model has been trained to ignore explicit demographic data, but he acknowledged that proxy bias is a valid concern that requires further testing.
- **Decision:** Project Chimera is provisionally approved for internal testing ONLY. It is not to be used for any live hiring decisions. The team must

conduct a full bias audit using counterfactual analysis and present the results at the next meeting.

Next Meeting: November 7, 2025