

Meeting Notes (August)

- This document contains 3 individual “Meeting Notes” templates, corresponding to your team’s AI Studio meetings for **August 13th - August 31st, 2024**:
 - Challenge Advisor Intro Meeting during Bridge to Studio
 - AI Studio TA/Tutor/Course Support Intro Meeting (*if applicable*)
 - Student Team Meeting (*to work on your Team Alliance and/or Project Scope & Deliverables assignment*)
- Your team should use this document to document each of these meetings.
- This template is different from the templates your team will use for its September and October meetings. Those templates – which are also available through your Bridge to Studio module in your AI Studio course in Canvas – account for 4 required meetings and include Meeting Agendas.
- Meeting Agendas are not required for your team’s August meetings, and you are only expected to have and document the 3 meetings listed above.
- You will find an example for how to fill in this template in the Bridge to Studio module of your AI Studio course in Canvas (“Google Drive Project Folder and Templates” page).
- Your team will submit these notes in your AI Studio course in Canvas. **The due date for submission is Sunday, September 8th.**
- Please append your team name to the file title before submitting it in Canvas (e.g., “Accenture1A_Meeting Notes (August)”).

Challenge Advisor Intro Meeting

Meeting Date:	Aug 14, 2024
Meeting Time:	3 - 4 EST
Meeting Location:	Virtual ▾
Meeting Type:	Challenge Advisor Meeting ▾
Student Team Members: (check box if in attendance)	<input checked="" type="checkbox"/> Kennedy Martin <input checked="" type="checkbox"/> Ana Garcia <input checked="" type="checkbox"/> Helen Song <input checked="" type="checkbox"/> Jannatul Nayeem
Other Attendees: (e.g., Challenge Advisor, TA)	Challenge Advisor – Sean Underwood - sean.underwood@relativity.com Mary Gibbs - mary.gibbs@relativity.com

MEETING NOTES

Discussion Topic	Notes
Suggestion for project management tool	Notion - can be better for showing results Trello - organizing tasks/delegation
Slack vs. Discord vs. email	Slack – created
Wk 3 challenge meeting times	When to meet created
Wk 1 availability for Group meeting	When to meet created
Project Discussion	ML approach: <ol style="list-style-type: none"> 1. Create a prompt to perform a task 2. Evaluate model performance against data, how does bias play into this? Gemini

ACTION ITEMS

Task/Assignment	Team Member	Deadline
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Look at Amazon fairness + BBQ dataset, note any takeaways	All	Aug 23, 2024 / Before next meeting with challenge advisors TBD
Choose dataset, retrieve data and get experiment set up	All	Sep 13, 2024
Create a prompt and evaluate said prompt	All	Oct 27, 2024
Generate test cases and re-evaluate	All	Nov 10, 2024
Present findings	All	Dec 15, 2024

AI Studio TA Intro Meeting (if applicable)

Meeting Date:	Aug 23, 2024
Meeting Time:	12:30 - 1:30 EST
Meeting Location:	Virtual ▾
Meeting Type:	AI Studio TA Meeting ▾
Student Team Members: (<i>check box if in attendance</i>)	<div> <input checked="" type="checkbox"/> Ana Garcia </div> <div> <input checked="" type="checkbox"/> Kennedy Martin </div> <div> <input checked="" type="checkbox"/> Helen Song </div> <div> <input checked="" type="checkbox"/> Jannatul Nayeem </div>
Other Attendees: (e.g., Challenge Advisor, TA)	TA (Preston Firestone)

MEETING NOTES

Discussion Topic	Notes
Meeting times for both wk1 and wk3	Meeting at 10AM-11AM EST every 4th week w/ TA
Finish team alliance and submit	
Project discussion	<p>BBQ dataset seems to be the ideal data to be used in this project! The goal of the project is to detect firstly.</p> <p>Prompt engineering: the process where you guide generative AI solutions to generate desired outputs.</p> <p>Get familiar with large language models (HuggingFace, OpenAI API)</p>

ACTION ITEMS

Task/Assignment	Team Member	Deadline
Familiarize selves with project scope and deliverables	All	Sep 6, 2024
Clarifying questions for CAss	All	Sep 6, 2024
Practice using LLMs in Python	All	Sep 6, 2024

Student Team Meeting

Meeting Date:	Aug 23, 2024
Meeting Time:	12:30 - 1:30 EST

Meeting Location:	Virtual ▾
Meeting Type:	Team Meeting ▾
Student Team Members: (check box if in attendance)	<input checked="" type="checkbox"/> Kennedy Martin <input checked="" type="checkbox"/> Ana Garcia <input checked="" type="checkbox"/> Jannatul Nayeem <input checked="" type="checkbox"/> Helen Song
Other Attendees: (e.g., Challenge Advisor, TA)	TA Preston Firestone

MEETING NOTES

Discussion Topic	Notes
Finish Team alliance	Yes
Make sure all meetings are set up and calendar invites sent	Yes
Decide Trello or Notion	Notion

ACTION ITEMS

Task/Assignment	Team Member	Deadline
Review BBQ dataset	All	Sep 6, 2024
Familiarize selves with 'Project scope and deliverables' document	All	Sep 6, 2024
Clarifying questions for CAs	All	Sep 6, 2024
Practice using LLMS in Python	All	Sep 6, 2024

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