

Meeting Notes and Agendas (September)

- This document contains 4 individual “Meeting Notes and Agendas” templates, corresponding to your team’s required AI Studio monthly meetings for **September 2024**.
- Your team should use this document to document each of these meetings.
- Your team is not required to use this document for your Maker Day meetings.
- 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 and agendas in your AI Studio course in Canvas. **The due date for submission is Sunday, October 6th.**
- Please append your team name to the file title before submitting it in Canvas (e.g., “Accenture1A_Meeting Notes and Agendas (September)”).
- **Individual student meeting attendance** should be noted by your team for each meeting, using the checkboxes in the meeting details table. Attendance will be recorded by your AI Studio TA in Canvas Gradebook. For team members who did not attend a given meeting, it should be noted in the attendance section whether they gave advanced notice or not, and any other pertinent info. A pattern of missing meetings may result in removal from the Break Through Tech AI Program.
- Remember to **share your agendas** with your Challenge Advisor and AI Studio TA 48 hours prior to each scheduled meeting with them. This can be done by sharing this document via Google Drive, or by copy/pasting your agenda into an email or Slack.

[Jump to meeting-specific templates:](#)

- [Monthly Meeting #1: Full Group Meeting](#)
- [Monthly Meeting #2: Student Team Meeting](#)
- [Monthly Meeting #3: Challenge Advisor Meeting](#)
- [Monthly Meeting #4: AI Studio TA](#)

Monthly Meeting #1: Full Group Meeting

Meeting Date:	Sep 6, 2024
Meeting Time:	10-11 AM EST / 9-10 AM CST
Meeting Location:	Virtual ▾
Meeting Type:	Full Group 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)	Sean Underwood (Challenge Advisor), Mary Gibbs (Challenge Advisor) and Preston Firestone (TA)

MEETING AGENDA

- I. (Re)introductions **~2 min**
- II. Review our in-progress “Project Scope and Deliverables” doc (due Sept 8) to ensure alignment on project scope and goals **~20 min**
- III. Confirm our Challenge Advisor’s recommended milestones for the Data Understanding and Data Preparation phase of our project (based on what was shared in our first intro meeting at Bridge to Studio) **~10 min**
- IV. Ask questions about dataset/project to CA’s **~15 min**
- V. Ask our Challenge Advisor for guidance on specific tasks to work on at our upcoming Maker Day on September 7 (and if they’ll be able to join us) **~10 min**
- VI. Summarize key meeting takeaways and confirm next meeting date/time **~5 min**

MEETING NOTES

Discussion Topic	Notes
Project Scope and Deliverables	<ul style="list-style-type: none">Worked on ‘Part 2’ of the document to get more information about our datasets.

Recommended Tasks/Deliverables	<ul style="list-style-type: none"> • Take a dataset interested in and play around with it to see if it will be a good fit for our research • Pick a dataset (can be random), use a framework that that is provided, and to evaluate the dataset • Compare other models with the same framework to see their differences • Combine datasets (you can also ask a LLM to restate <i>data</i> in a different style of writing instead of finding another dataset) • Get a working demo with a small size is a good step before doing a full scale • Example timeline: Pick a dataset geared towards what we want to evaluate, then choose documents that have those demographic indicators (name, gender), create two versions of each document (one that indicates one gender and one other gender (same people)), then start classifying and look for patterns. Look if output could bias a certain user in one document vs the other document. Look for ways to gear those two documents and report on findings. • Determine what those changes are, how to apply for them, and make sure other attributes won't impact task. <ul style="list-style-type: none"> ◦ Look at other attributes instead of just race or gender
Datasets	<ul style="list-style-type: none"> • Utilize datasets as a guide to create examples and use techniques in those papers to evaluate • Example: Find text classification task (sentiment analysis) and evaluating bias in that particular task using BBQ

	<ul style="list-style-type: none">• Brainstorm ideas on how to research on how to use our dataset
Upcoming Meetings	<ul style="list-style-type: none">• Next challenge advisor meeting would be on September 20th, same time.

ACTION ITEMS

Task/Assignment	Team Member	Deadline
<i>Find/pick a dataset (can be random)</i>	<i>All</i>	Sep 15, 2024
<i>Use the frameworks to evaluate a bias</i>	<i>All</i>	Sep 15, 2024

Monthly Meeting #2: Student Team Meeting

Meeting Date:	Sep 13, 2024
Meeting Time:	10:30-11:30 AM EST / 11:30-12:30 PM CST
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)	

MEETING AGENDA

- I. Icebreaker/Catch-up **~5-10 mins**
- II. Review our datasets and discuss any findings or issues with the assignment before meeting with our TA/CAs **~40 mins**
- III. Discuss upcoming assignments **~5 mins**
- IV. Summarize key meeting takeaways and confirm next meeting date/time **~5 min**

MEETING NOTES

Discussion Topic	Notes
Datasets	<ul style="list-style-type: none">• Questions about about frameworks and datasets<ul style="list-style-type: none">◦ Can the framework be related to any bias or does it have to be related to e-Discovery?• Ideas: Get templates from BBQ GitHub and combine it into one database from each bias dataset.

	<ul style="list-style-type: none"> • Web Scraping to get data and comparing results from each. <ul style="list-style-type: none"> ◦ Example: news sources, social media, resumes, etc.
Links referenced from meeting	<p>HuggingFace API: https://huggingface.co/docs/api-inference/en/quicktour</p> <p>Research from Helen: https://docs.google.com/document/d/1kBYal-neKDIt_NaCW1Bzw_uSXKyRyii_XkVBB1R5BH6U/edit#heading=h.j04po12geyt9</p> <p>BBQ Dataset example: https://colab.research.google.com/github/JohnSnowLabs/langtest/blob/main/demo/tutorials/llm_notebooks/dataset-notebooks/BBQ_dataset.ipynb#scrollTo=YXVcv79JTAWA</p> <p>Kennedy's BBQ Example: https://colab.research.google.com/drive/1DsfS-DIQL1rMRzQMuHSb9EytgRNQwbpK?authuser=1#scrollTo=FZfmWRozZHKZ</p>
Upcoming Assignments	No upcoming assignments due this month
Upcoming Meetings	Next meeting with CA's on Friday

ACTION ITEMS

Task/Assignment	Team Member	Deadline
<i>Update progress with team before CAs meeting</i>	<i>All</i>	Sep 19, 2024
<i>Mess with the BBQ dataset and figure out how to use it</i>	<i>All</i>	Sep 20, 2024

Monthly Meeting #3: Challenge Advisor Meeting

Meeting Date:	Sep 20, 2024
Meeting Time:	10 AM EST / 9 AM CST
Meeting Location:	Virtual ▾
Meeting Type:	Challenge Advisor Meeting ▾
Student Team Members: (<i>check box if in attendance</i>)	<input checked="" type="checkbox"/> Kennedy Martin <input checked="" type="checkbox"/> Ana Garcia <input type="checkbox"/> Jannatul Nayeem <input checked="" type="checkbox"/> Helen Song
Other Attendees: (<i>e.g., Challenge Advisor, TA</i>)	Sean Underwood (Challenge Advisor), Mary Gibbs (Challenge Advisor) - Meeting was not conducted (only group) - Might have to reschedule?

MEETING AGENDA

- VII. Icebreaker/Catch-up **~5-10 mins**
- VIII. Update on progress from everyone **~15 mins**
- IX. Ask clarifying questions for CAs on the progress of the project and goal **~25 mins**
- X. Continue working on project and set milestones **~10 mins**
- XI. Summarize key meeting takeaways and confirm next meeting date/time **~5 min**

MEETING NOTES

Discussion Topic	Notes
Datasets	Sean's LegalBench dataset to use for future: https://hazyresearch.stanford.edu/legalbench/tasks/legal_reasoning_causality.html https://arxiv.org/pdf/2308.11462

	<p>Ideas for project:</p> <ul style="list-style-type: none"> - Another source idea: social media (tweets, instagram captions, etc) - Top 5 news outlets to see how bias is reflected across articles for each <ul style="list-style-type: none"> - How are we detecting bias? - Which biases could we focus on? - Look into Legalbench dataset, think about ideas for research - Look at existing research on these topics, note down ideas to expand (look at recommendations section) - Jot our notes down in the research document

ACTION ITEMS

Task/Assignment	Team Member	Deadline
- Look into Legalbench dataset , think about ideas for research	all	Sep 27, 2024
- Look at existing research on these topics, note down ideas to expand (look at recommendations section)	all	Sep 27, 2024
- Jot our notes down in the research document	all	Sep 27, 2024

Monthly Meeting #4: AI Studio TA Meeting

Meeting Date:	Sep 27, 2024
Meeting Time:	10-11 AM EST / 9-10 AM CST
Meeting Location:	Virtual ▾
Meeting Type:	AI Studio TA Meeting ▾
Student Team Members: (<i>check box if in attendance</i>)	<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)	Preston Firestone (TA)

MEETING AGENDA

- XII. Icebreaker/Catch-up **~5 mins**
- XIII. Review our datasets and research to solidify a plan for the next upcoming week (Ask questions during this time about our datasets and what approach is recommended)
~40 mins
- XIV. Discuss upcoming deadlines **~5 mins**
- XV. Summarize key meeting takeaways and confirm next meeting date/time **~5 min**

MEETING NOTES

Discussion Topic	Notes
Project overview	<ul style="list-style-type: none">- Look out how LLM models are impacted when data is changed and report on how to improve these models.- Final is a report on what we have done, thoughts on it, and our perspective is recorded.

Langtest (https://langtest.org/)	<ul style="list-style-type: none"> - Library that does what we are looking for and streamlines programming. - Implemented most of the behavior we are looking to do. - Saves efforts and lets you focus on more interesting things. - Harness - Configuration
	<ul style="list-style-type: none"> - Moral machine experiment <ul style="list-style-type: none"> - https://www.nature.com/articles/s41586-018-0637-6 - Trolley problem - Look into social standing / socioeconomic class bias - Name Identity recognition - takes an entity and recognizes it from previous sentences <ul style="list-style-type: none"> - Ex. sees if there's a difference in how it might recognize something as a person/country - Combos of contractions - Taking out all of pronouns/identifying behavior - Langtest demo - Langtest tutorials

ACTION ITEMS

Task/Assignment	Team Member	Deadline
Social economic bias with Amazon set	Kennedy	Oct 4, 2024
Get really familiar with langtest - try different tests, add new test cases	All/Jannatul(will really try to hone in on this one, especially with socioeconomics)	Oct 4, 2024
Look into running nyc judicial ethics	Helen	Oct 4, 2024

Look into age + gender bias when experimenting with LangTest (will try to find a specific dataset)	Ana	Oct 4, 2024
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