

## Meeting Notes and Agendas (October)

- This document contains 4 individual “Meeting Notes and Agendas” templates, corresponding to your team’s required AI Studio monthly meetings for **October 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, November 3rd.**
- Please append your team name to the file title before submitting it in Canvas (e.g., “Accenture1A\_Meeting Notes and Agendas (October)”).
- **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:	Oct 4, 2024
Meeting Time:	10:00 AM EST
Meeting Location:	Virtual ▾ Zoom
Meeting Type:	Full Group 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)	Sean Underwood (Challenge Advisor), Mary Gibbs (Challenge Advisor) and Preston Firestone (TA)

### MEETING AGENDA

- I. Game Plan and Direction ~ **5 mins**
  - A. Check in on the overall status and the current game plan.
- II. Classification Task ~ **5 mins**
  - A. Have you decided on a classification task?
- III. Dataset Selection ~ **15 mins**
  - A. Have you chosen a dataset for the classification task?
  - B. If no dataset, we'll talk about going forward with the sentiment analysis dataset.
  - C. If a dataset is chosen, let's discuss how we can support this use case.
- IV. Creating a Prompt for Classification ~ **10 mins**
  - A. Is there a prompt that can be used to classify the data in the dataset?
  - B. We can work together to create an example prompt to work off of for classifying and testing a dataset.
  - C. Make sure the prompt is clear and actionable.
- V. Posting Prompt and Classification Results ~ **5 mins**
  - A. As soon as you get some initial results, summarize and post.
- VI. Measuring Bias ~ **15 mins**
  - A. Discuss how to measure bias in the dataset and classification results.
  - B. Suggest using frameworks like sentiment analysis if using this dataset.

- C. If using a custom dataset, discuss creating a custom bias measurement framework.
- VII. Open Discussion ~ **10 mins**
  - A. Open the floor for any questions, concerns, or suggestions.
- VIII. Action Items and Next Steps ~ **5 mins**
  - A. Summarize action items and assign responsibilities.
  - B. Set deadlines and schedule the next meeting.

## MEETING NOTES

Discussion Topic	Notes
Sentiment Analysis (Equal Opportunity) with Social standing	
Dataset discussion	<ul style="list-style-type: none"> <li>- Move datasets from 'I' to a person's name to better classify the text               <ul style="list-style-type: none"> <li>- We can use langtest to do so</li> </ul> </li> <li>- Take the sentence as a template and change words and pronouns to be able to analyze socioeconomic status               <ul style="list-style-type: none"> <li>- Example: one gender makes more money than the other gender (*problem*)</li> </ul> </li> <li>- <b>Compare sentiment or NER hugging model with LLM</b> <ul style="list-style-type: none"> <li>- <b>Scope it down to 3</b></li> <li>- <b>Focus on 1 at a time</b></li> </ul> </li> <li>- Sci-kit learn also has packages we can use</li> <li>- First step: make confusion matrix (for overall) to get false-positives, false-negatives               <ul style="list-style-type: none"> <li>- Easier to calculate recall and precision</li> <li>- Starting point to getting matrix</li> </ul> </li> <li>- Bias detection work for NER               <ul style="list-style-type: none"> <li>- Dataset option #1: <a href="https://github.com/Legal-NLP-EkStep/legal_NER">https://github.com/Legal-NLP-EkStep/legal_NER</a></li> </ul> </li> <li>- Second step: Construct a prompt that has the NER</li> </ul>

	<ul style="list-style-type: none"><li>- Before doing so, define how you will measure bias and agree on performance metrics<ul style="list-style-type: none"><li>- Do preliminary research on how to classify bias, but easiest way is to look at classification metric (for each group, compare percentage of correct classification)</li></ul></li></ul>
	<p>Mary's notes:</p> <p>Based on today's meeting Classification task: NER Dataset selection: Dataset that Ana found Define performance metrics Constructing a prompt that does the NER Focusing on one entity type at a time (multiple entities at the same time can make performance metrics more challenging) Working off the dataset to change entities/phrasing</p>

**ACTION ITEMS**

Task/Assignment	Team Member	Deadline
Research dataset and how other people may be using it	All	Oct 7, 2024
		Oct 11, 2024
		Oct 31, 2024
		Oct 31, 2024

## Monthly Meeting #2: Student Team Meeting

Meeting Date:	Oct 11, 2024
Meeting Time:	11:30-12:30 CST
Meeting Location:	Virtual ▾
Meeting Type:	Team 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)	

### MEETING AGENDA

- IX. Icebreaker ~ **5-10 mins**
- X. Talk about progress with Legal\_NER dataset ~ **10-20 mins**
- XI. Define next steps with which dataset and model we should use to continue working with (final solution) ~ **15-20 mins**
- XII. Wrap-up and divide tasks ~ **5-10 mins**

### MEETING NOTES

Discussion Topic	Notes
Dataset conversation	<p>Legal_NER dataset can be seen as too complex therefore may be difficult to test bias. Having issues working with models associated with the dataset.</p> <p>cardiffnlp/twitter-roberta-base-sentiment model seems like it would be good to investigate bias using sentiment analysis</p> <ul style="list-style-type: none"><li>- We can create our own template</li></ul>

To Do:	Talk to TA & Challenge advisors for suggestions or preference on which course of action we take. (NER vs Sentiment Analysis) If NER advice for model use.

**ACTION ITEMS**

Task/Assignment	Team Member	Deadline
Assuming Sentiment Analysis - start researching/building templates.		Oct 18, 2024
		Oct 31, 2024
		Oct 31, 2024
		Oct 31, 2024

## Monthly Meeting #3: Challenge Advisor Meeting

Meeting Date:	Oct 18, 2024
Meeting Time:	10 AM - 11 AM EST
Meeting Location:	Virtual ▾
Meeting Type:	Challenge Advisor Meeting ▾
Student Team Members: ( <b>check box if in attendance</b> )	<input checked="" type="checkbox"/> Ana Garcia <input checked="" type="checkbox"/> Helen Song <input checked="" type="checkbox"/> Kennedy Martin <input checked="" type="checkbox"/> Jannatul Nayeem
Other Attendees: (e.g., Challenge Advisor, TA)	Sean Underwood and Mary Gibbs

### MEETING AGENDA

- XIII. Game Plan and Direction ~ **5 mins**
  - A. Check in on the overall status and the current game plan.
- XIV. Measuring Bias ~ **20 mins**
  - A. Discuss how to measure bias in the dataset and classification results.
  - B. Discuss creating a custom bias measurement framework.
- XV. Open Discussion ~ **10 mins**
  - A. Open the floor for any questions, concerns, or suggestions.
- XVI. Action Items and Next Steps ~ **10 mins**
  - A. Summarize action items and assign responsibilities.
  - B. Set deadlines and schedule the next meeting.

### MEETING NOTES

Discussion Topic	Notes
Check in and review what everyone has worked on	Start with one prompt for the model <ul style="list-style-type: none"><li>- Add more later for comparison if there is time</li></ul>

	<p>Have different levels of identifiers</p> <ul style="list-style-type: none"> <li>- Very low status - "homeless"</li> <li>- Low - "lower class"</li> <li>- Neutral</li> <li>- High - "upper class"</li> <li>- Very high - "rich"</li> </ul> <p>Analyze differences between output with different identifiers</p> <p>If time compare different models</p> <p>Excel spreadsheet or google spreadsheet for templates. Also look at the amazon dataset for ideas.</p>
More nuanced prompts	Ana's code is a very similar concept to having more nuances prompts – use this as a stepping stone going forward for one of the alternative prompts
Prompt	<ol style="list-style-type: none"> <li>1. Explain the task - "Your task is to evaluate negative, neutral, or positive sentiment" or "Your task is to decide whether the person is .... (angry, happy, confused, etc)</li> <li>2. Explain the input - "You will be given a brief sentence to evaluate" or "You will be given a brief transcript of an interaction"</li> <li>3. Explain the output - " You will decide the level of ... of the customer. From a range 0 through 5. 0 being ..., 1 being...</li> <li>4. Provide the input - The transcript is...</li> </ol>
For each result we will get a score for the identifier	Show the distribution of all of the scores for the identifiers
Keep track of things that are blocked by the content filter	Interesting to know/compare what is blocked and what is not

## ACTION ITEMS



Task/Assignment	Team Member	Deadline
Create identifiers: maybe a dictionary that will correspond level to identifier	All	Oct 25, 2024
Create a template of sentences/story to implement	All	Oct 25, 2024
Create a prompt/prompts	All	Oct 25, 2024
Work on presentation for next maker day	All	Nov 1, 2024

## Monthly Meeting #4: AI Studio TA Meeting

Meeting Date:	Oct 25, 2024
Meeting Time:	9:00 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"/> Ana Garcia <input checked="" type="checkbox"/> Helen Song <input checked="" type="checkbox"/> Kennedy Martin <input checked="" type="checkbox"/> Jannatul Nayeem
Other Attendees: ( <i>e.g., Challenge Advisor, TA</i> )	Preston Firestone (TA)

### MEETING AGENDA

- XVII. Game Plan and Direction ~ **5 mins**
  - A. Check in on the overall status and the current game plan.
- XVIII. Template and Prompt Format ~ **20 mins**
  - A. Discuss the progress of the template for measuring bias.
  - B. Discuss the direction of the prompt formatting and the direction we are taking to measure socioeconomic-bias in LLMs.
  - C. Discuss measuring bias using Langtest and calculating metrics such as mean, standard deviation, etc. to analyze the bias results.
- XIX. Final Presentation ~ **15 mins**
  - A. Discuss the next maker day and the final presentation progress.
- XX. Open Discussion ~ **10 mins**
  - A. Open the floor for any questions, concerns, or suggestions.
- XXI. Action Items and Next Steps ~ **10 mins**
  - A. Summarize action items and assign responsibilities.
  - B. Set deadlines and schedule the next meeting.

### MEETING NOTES

Discussion Topic	Notes
<a href="#">Socio economic bias colab</a>	Nationality didn't seem to have much bias, but putting in different genders → more bias
<a href="#">prompts/transcripts</a>	Use some of the base templates from the amazon fairness dataset <ul style="list-style-type: none"> <li>- Change the identifiers t a little bit to be nouns so that they work with the templates</li> </ul>
Instead of prompt engineering, just use hugging face pipeline	<ul style="list-style-type: none"> <li>- We are able to come back and implement prompt engineering later if we desire</li> </ul>
Analysis	<ul style="list-style-type: none"> <li>- Need to have a more concrete analysis, including proof/evidence that the results we are getting are not coincidental</li> </ul>
Calculating mean and std	<p>Mary asking for mean per category (rich and poor should be equal, if not standard deviation should show meaningful analysis)</p> <ul style="list-style-type: none"> <li>- Mean and standard deviation by category (comparing "high-income" vs "low-income")</li> <li>- Investigations could yield that results could be just a coincidence.</li> </ul>

## ACTION ITEMS

Task/Assignment	Team Member	Deadline
Automate template → Anna's pipelines		Oct 31, 2024
Play around with NLP Word-Emotion Association Lexicon for more than just positive/negative		Oct 31, 2024
		Oct 31, 2024

		Oct 31, 2024
--	--	--------------