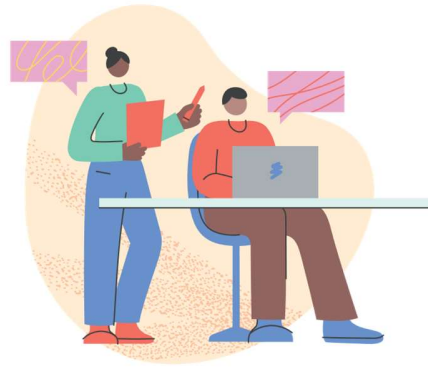


FIT1055 A2

1ST MEETING

AGENDA



TEAM NAME: HD_PLEASE

DATE:	22/8/2024
TIME:	10 a.m.
MEETING LOCATION:	2405-Multimedia Lab, Level 04, Building 2
PARTICIPANTS:	Aaron, Brand, Chloe, Daryl, Khang Wei, Shayan

TIME	ITEM	DESIRED OUTCOME	PRESENTER	PRIORITY
10 mins	Ice Breaking	Get to know each other	Everyone	Medium
20 mins	Project Introduction	Introduce everyone to the project	Aaron	High
40 mins	Delegation of Roles	Assign roles to every team member	Shayan	High

FIT1055 A2

1ST MEETING

MINUTES



TEAM NAME: HD_PLEASE

DATE: 22/8/2024

TIME: 10 a.m.

MEETING LOCATION: 2405-Multimedia Lab, Level 04, Building 2

FACILITATOR: Shayan

IN ATTENDANCE: Aaron, Brand, Chloe, Daryl, Khang Wei, Shayan

ABSENT: None

ITEMS

1.0 ICE BREAKING

Every attendee introduced themselves to one another and exchanged Discord handles to communicate more efficiently.

2.0 PROJECT INTRODUCTION

Shayan walked all attendees through the basic information of the upcoming assignment project.

Several project topics were suggested, but many topics were eliminated due to the complexity of coming up with the final product. Ultimately, all attendees agreed on choosing racism in AI as the team's project topic.

All attendees also agreed to conduct all future meetings every Thursday, 10 a.m. at 2405-Multimedia Lab, Level 04, Building 2, if possible.

3.0 DELEGATION OF ROLES

Roles are delegated on a "first come first served" basis and the preference of the team members:

Team lead	Shayan
Co-lead	Chloe
Secretary	Chloe
Product owner	Aaron
Programmers	Khang Wei and Brand
QA testing	Daryl
Reviewer	Aaron
UI designing	Shayan

ACTION ITEMS	OWNER	DEADLINE	STATUS
Apply for TA to become a stakeholder	Shayan	29/8/2024	In Progress

ANNOUNCEMENTS

None

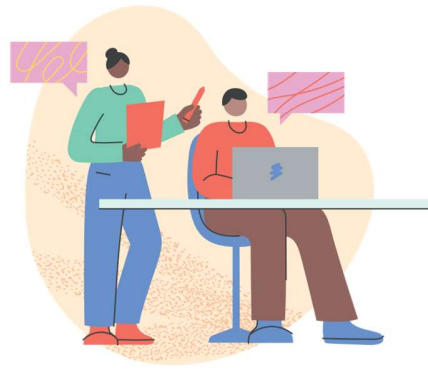
NEXT MEETING

1 September 2024 | 9:30 p.m. online using discord

FIT1055 A2

2ND MEETING

AGENDA



TEAM NAME: HD_PLEASE

DATE: 1/9/2024

TIME: 9:30 p.m.

MEETING LOCATION: Online - Discord

PARTICIPANTS: Aaron, Brand, Chloe, Daryl, Khang Wei, Shayan

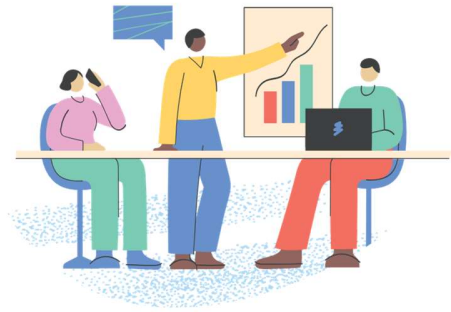
TIME	ITEM	DESIRED OUTCOME	PRESENTER	PRIORITY
10 mins	Action item review	Bring the team up to date	Shayan	High
30 mins	Problem Statement Discussion	<ul style="list-style-type: none">★ Identify the topic's problem statement★ Classify the problem statement according to the ACM Code of Ethics	Everyone	High

30 mins	Functional Requirements Discussion	Identify the possible functional requirements for the solution	Brand, Khang Wei	High
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FIT1055 A2

2ND MEETING

MINUTES



TEAM NAME: HD_PLEASE

DATE: 1/9/2024

TIME: 9:30 p.m.

MEETING LOCATION: Online - Discord

FACILITATOR: Shayan

IN ATTENDANCE: Aaron, Brand, Chloe, Daryl, Khang Wei, Shayan

ABSENT: None

ITEMS

1.0 ACTION ITEM REVIEW

Shayan briefly summarised what the team must do and kept every member updated. He also cleared up any doubts that team members had, such as what the possible requirements were about.

The action items for the previous meeting were reviewed and updated:

Action Items	Owner	Deadline	Status
Apply for TA to become a stakeholder	Shayan	29/8/2024	Completed

2 new roles were also introduced and assigned:

Role	Owner
Sprint planner	Aaron
Co sprint planner	Daryl

2.0 PROBLEM STATEMENT DISCUSSION

Several options were suggested actively by the team members. After some discussions, the team ended up going with the problem statement: Current AI chatbots are often programmed without sufficient attention to mitigating racial bias and ensuring ethical values, leading to the risk of spreading discriminatory content.

As for the ACM Code of Ethics, the team tried to add on from what Aaron, Brand and Khang Wei suggested. Then, the team members briefly explained how each chosen ACM Code of Ethics was violated.

ACM Code of Ethics decided:

- ★ 1.1 Contribute to society and to human well-being, acknowledging that all people are stakeholders in computing
- ★ 1.2 Avoid harm
- ★ 1.4 Don't discriminate
- ★ 2.1 High quality professional work
- ★ 2.2 Ethical practice
- ★ 2.3 Know rules of work
- ★ 2.5 Give comprehensive and thorough evaluations of computer systems and their impacts, including analysis of possible risks
- ★ 2.9 Design and implement systems that are robustly and useably secure
- ★ 3.1 Ensure that the public good is the central concern during all professional computing work

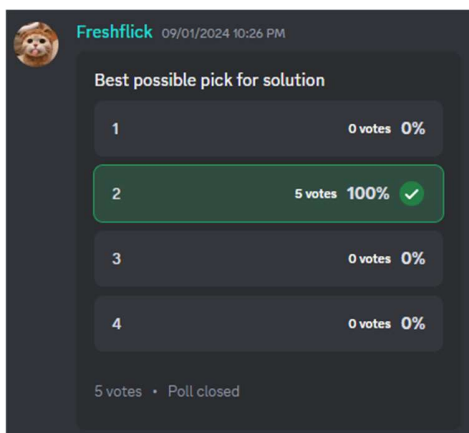
3.0 FUNCTIONAL REQUIREMENTS DISCUSSION

A variety of possible requirements that could be implemented in the solution were provided by Brand and Khang Wei:

- ★ Needs to filter out racist words
- ★ Rephrases the sentence differently.
- ★ Needs to detect prejudice and racial biases in the sentence and rephrase differently.
- ★ Has an automated system to track the frequency of racist content and the chatbot developers can amend the software based on patterns and triggers.
- ★ Has a report button for the user if racist contents are generated

Since multiple possible solutions were proposed by Aaron, Brand and Khang Wei to tackle the problem of racist AI chatbots, Shayan decided to have the team members vote on the solution which they thought best. Everyone in the team thought as one and voted to write a pseudocode to apply text classification in the AI chatbot that allows it to either differentiate racist content from non-racist content or classify words into racist and non-racist through supervised machine learning as the solution to the problem.

Voting results:



ACTION ITEMS	OWNER	DEADLINE	STATUS
Submit meeting minutes to stakeholders for review	Shayan	5/9/2024	In Progress

ANNOUNCEMENTS

None

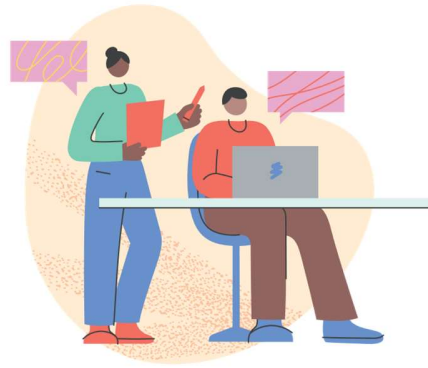
NEXT MEETING

Thursday, 5 September 2024, 10 a.m. at The Hive, Level 4, Building 7.

FIT1055 A2

3RD MEETING

AGENDA



TEAM NAME: HD_PLEASE

DATE: 5/9/2024

TIME: 10:00 a.m.

MEETING LOCATION: The Hive, Level 4, Building 7.

PARTICIPANTS: Aaron, Brand, Chloe, Daryl, Khang Wei, Shayan

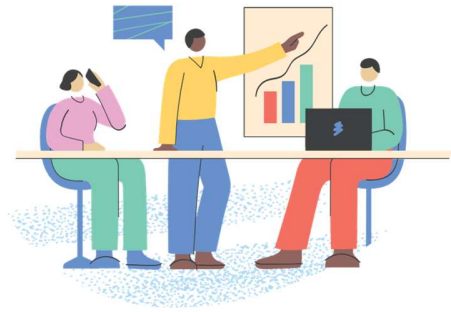
TIME	ITEM	DESIRED OUTCOME	PRESENTER	PRIORITY
10 mins	Action item review	Bring the team up to date	Shayan	High
30 mins	Finalisation of the possible requirements	Summarise and wrap up the possible requirements plus some extra requirements suggested by stakeholder	Everyone	High

30 mins	Finalisation of the solution and the end product	<ul style="list-style-type: none">★ Clarify the kind of end product that the team is going to produce★ Improvise the solution to solve the problem of racist AI chatbots	Everyone	High
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FIT1055 A2

3RD MEETING

MINUTES



TEAM NAME: HD_PLEASE

DATE: 5/9/2024

TIME: 10:00 a.m.

MEETING LOCATION: The Hive, Level 4, Building 7.

FACILITATOR: Shayan

IN ATTENDANCE: Aaron, Brand, Chloe, Daryl, Khang Wei, Shayan

ABSENT: None

ITEMS

1.0 ACTION ITEM REVIEW

Shayan briefly explained the feedback received from the stakeholder. It includes the things to be performed, such as reformatting some parts of the meeting minutes, clarifying the approach of the product and doing further research on the implementations of the requirements. He also resolved any queries the team members had about the assignment requirements, particularly the report.

The action items for the previous meeting were reviewed and updated:

Action Items	Owner	Deadline	Status
Submit meeting minutes to stakeholders for review	Shayan	5/9/2024	Completed

2.0 FINALISATION OF THE POSSIBLE REQUIREMENTS

With the feedback from the stakeholder, the team members added a few more possible requirements for the final product. All the possible requirements were then classified into several categories, which represent the unique features that the product has.

Finalised possible requirements:

★ Detection of Racist Language

- Needs to detect prejudice and racial biases in the sentence

★ Rephrasing and Handling Racist Replies

- Needs to not only filter out but also rephrase the sentence differently.
- Has the option to regenerate the output if it is flagged as racist
- Needs to filter out racist words. Bare minimum just replaces with [removed].

★ Reporting System for Racist Content

- User Has the option to check why the generated AI output is racist and to confirm whether it is racist
- Report button for the user if racist contents are generated

★ Tracking and History of Racist Interactions

- Third party: Automated system to track the frequency of racist content and submit to the chatbot developers to amend the software based on patterns and triggers.
- Have a moderator review the reported content

2.1 CONSTRUCTION OF USER STORIES BASED ON POSSIBLE REQUIREMENTS

With the finalised possible requirements for the product, Aaron came up with a draft for the user stories. Soon after discussing with the stakeholder about the draft, he finalised and categorised the user stories as follows:

User Story	Acceptance Criteria	Functionalities
As an AI Chatbot User, I want to be able to communicate with a chatbot which is free from racial bias or discrimination, so that I can have an effective and fair conversation.	The chatbot must not show any hint of racial bias and must regenerate the output, give a warning or halt the conversation before it provides an output.	<ol style="list-style-type: none">1. Chatbot will detect and flag racist language in real-time conversations2. Chatbot will provide a warning if the output contains racial bias3. Chatbot will provide an option to regenerate output if the output provided contains racial bias
As an AI Chatbot User, I want the chatbot to be consistently updated with all the old and new racial terms, so that it will not show any hints of racial bias.	The chatbot must allow users to give feedback, report any output that suggests racial bias and suggest new racist terms so that the AI chatbot will be updated often.	<ol style="list-style-type: none">1. A feature that allows users to enter new terms or racists slangs, that will be monitored by a moderator2. An option that allows users to report and provide feedback on an output generated by AI chatbot that contains undetected racial bias.
As an AI chatbot user, I want to be able to continue the conversation with an AI	The chatbot must provide a warning when racial slur is detected and rephrase	<ol style="list-style-type: none">1. The chatbot must provide an option to rephrase detected

chatbot even when racial bias is detected, so that I can continue researching on my topic.	the generated output so that it does not continue providing any racial bias.	racially offensive sentences
As an AI Chatbot user, I want the option to disable rephrasing and only receive warnings, so I can just change the conversation to avoid any racism.	The chatbot must be able to allow the user to choose whether to continue the conversation or to just halt the conversation, given that the generated output by AI contains racial bias.	<ol style="list-style-type: none"> 1. Feature that allows users to choose whether or not the chatbot will re-generate the output 2. Feature that allows users to just receive a warning and halt the conversation immediately after providing a warning.
As an AI chatbot user, I want to be able to report and provide feedback on any AI output that contains racial bias, so that the conversation can continue in a respected and well-mannered manner.	The chatbot must be able to allow users to provide feedback and report any messages which they feel contain racial bias. Thus allowing a feedback loop to take place.	<ol style="list-style-type: none"> 1. Feature to allow users to report any output generated by AI that contains racial bias. 2. Feature that allows users to provide feedback on whether the content flagged by the system itself was true or not. 3. The system must notify the user when their feedback or report issue has been reviewed by a moderator.
As an AI chatbot user, I want to be able to see	The chatbot must have an option to check history	<ol style="list-style-type: none"> 1. Feature that allows users to check for

previously flagged racial bias conversations so that I can review them and examine the conversations.	and display the flagged contents.	previously flagged content for racial bias 2. Option that allows users to provide feedback to previous conversations that were flagged.
As an AI chatbot user, I want the ability to see certain content that does contain racial bias, so I can understand why it is flagged.	The system must provide an option to continue viewing flagged contents.	1. Chatbot will give an option to view the flagged content generated by AI. 2. The chatbot must replace the word with "[removed]" if they want to see the content, and has the option for user to see it.

3.0 FINALISATION OF THE SOLUTION AND THE END PRODUCT

Shayan clarified with Brand and Khang Wei that the team is going to come up with an extension for the AI chatbots that deals with the problem of racist AI chatbots.

Based on the feedback from the stakeholder, Brand and Khang Wei will conduct more research on ways to implement the requirements and update the team soon.

ACTION ITEMS	OWNER	DEADLINE	STATUS
Discuss user story with stakeholder	Aaron	12/9/2024	In Progress
Research on implementations of the requirements	Brand & Khang Wei	12/9/2024	In Progress
Reformat all meeting agendas and minutes based on feedback	Chloe	12/9/2024	In Progress
Start drafting the report	Everyone	12/9/2024	In Progress
Start planning for the interface design	Shayan	12/9/2024	In Progress

ANNOUNCEMENTS

The Trello board will soon be updated, so the team members can access, view and track the progress of their tasks there.

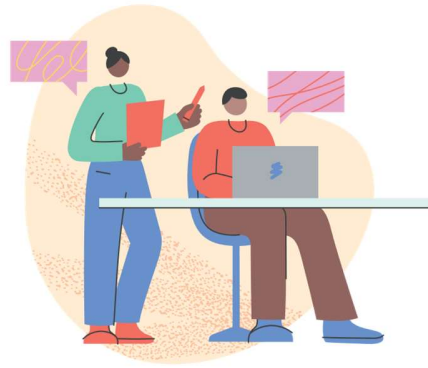
NEXT MEETING

Saturday, 14 September 2024, 9:30 p.m., Online - Discord.

FIT1055 A2

4TH MEETING

AGENDA



TEAM NAME: HD_PLEASE

DATE: 14/9/2024

TIME: 9:30 p.m.

MEETING LOCATION: Online - Discord

PARTICIPANTS: Brand, Chloe, Daryl, Khang Wei, Shayan

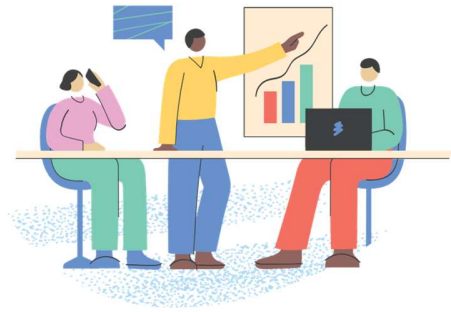
TIME	ITEM	DESIRED OUTCOME	PRESENTER	PRIORITY
10 mins	Action item review	Bring the team up to date	Shayan	High
30 mins	Discussion on report draft	Allocate unassigned parts of the report draft Make sure the team is aligned on what to include in the report	Everyone	High

20 mins	Question and Answer Session	Resolve any doubts or discuss on any new ideas brought up	Everyone	High
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FIT1055 A2

4TH MEETING

MINUTES



TEAM NAME: HD_PLEASE

DATE: 14/9/2024

TIME: 9:30 p.m.

MEETING LOCATION: Online - Discord

FACILITATOR: Shayan

IN ATTENDANCE: Brand, Chloe, Daryl, Khang Wei, Shayan

ABSENT: Aaron

ITEMS

1.0 ACTION ITEM REVIEW

Shayan started the meeting by following up with each team member's progress on the draft. He then explained the final report's format, such as the word count and the structure.

The action items for the previous meeting were reviewed and updated:

Action Items	Owner	Deadline	Status
Discuss user story with stakeholder	Aaron	12/9/2024	Completed
Research on implementations of the requirements	Brand & Khang Wei	12/9/2024	Completed
Reformat all meeting agendas and minutes based on feedback	Chloe	12/9/2024	Completed
Start drafting the report	Everyone	17/9/2024	Updated dateline
Start planning for the interface design	Shayan	12/9/2024	Completed

2.0 DISCUSSION ON REPORT DRAFT

All sections have been fully allocated evenly to all team members, thus the team can start working on their respective sections.

Report sections allocation:

Report Section	Owner
Introduction	Aaron
Background and Problem Statement	Shayan
Proposed Solution	Brand, Khang Wei, Aaron
Agile Team Process and Management	Daryl, Chloe
Conclusion	Chloe

2.1 DEADLINE FOR REPORT DRAFT

Due to the tight deadline for some team members, the report draft couldn't be completed by the original deadline. To accommodate all team members, the deadline for the report draft is extended to 17 September 2024 (Tuesday).

On 17 September 2024, the team will combine all the contents. From there, the team can determine if the report has anything to change, specifically the contents, format, and flow. After ensuring everything is on track, the team can begin constructing the final report.

3.0 QUESTION AND ANSWER SESSION

Q1: Can we add extra features to the final product?

A: Yes, we then need to come out with user stories for the feature and consult stakeholder

Q2: Do we need citations?

A: Depends on context, some parts may require a lot while some don't. Just cite accordingly when information is taken from online resources.

Q3: What are the agile tools used?

A: Other than Discord and Trello, word-processing software, such as Microsoft Word and Google Docs are also being used

Q4: Do we need to include the Ethical Reasoning Framework (ERF) in every section of the report?

A: To be confirmed, but we must include it in the proposed solution section.

ACTION ITEMS	OWNER	DEADLINE	STATUS
Draft the report	Everyone	17/9/2024	In Progress

ANNOUNCEMENTS

None

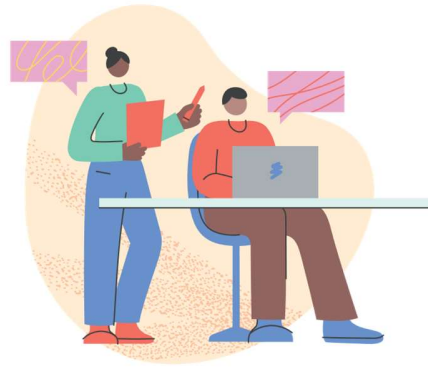
NEXT MEETING

Thursday, 19 September 2024, 11 a.m. at The Hive, Level 4, Building 7.

FIT1055 A2

5TH MEETING

AGENDA



TEAM NAME: HD_PLEASE

DATE: 19/9/2024

TIME: 11 a.m.

MEETING LOCATION: The Hive, Level 4, Building 7.

PARTICIPANTS: Brand, Chloe, Daryl, Khang Wei, Shayan

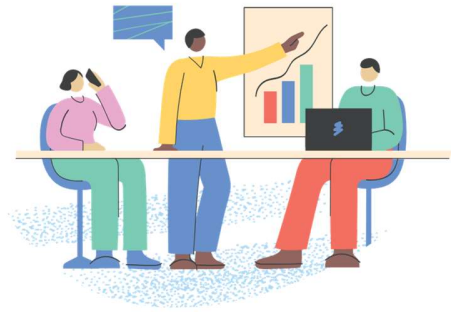
TIME	ITEM	DESIRED OUTCOME	PRESENTER	PRIORITY
10 mins	Action item review	Bring the team up to date	Shayan	High
30 mins	Discussion on finalized report draft	Brief the team about the entire draft report Start preparation for the final report	Everyone	High

30 mins	Discussion on UI	Start planning for the UI	Everyone	Medium
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FIT1055 A2

5TH MEETING

MINUTES



TEAM NAME: HD_PLEASE

DATE: 19/9/2024

TIME: 11 a.m.

MEETING LOCATION: The Hive, Level 4, Building 7.

FACILITATOR: Shayan

IN ATTENDANCE: Brand, Chloe, Daryl, Khang Wei, Shayan

ABSENT: Aaron

ITEMS

1.0 ACTION ITEM REVIEW

Everyone combined the content for their delegated section into the common file shared. Some time was taken for the team to review the draft and provide relevant feedback.

The action items for the previous meeting were reviewed and updated:

Action Items	Owner	Deadline	Status
Draft the report	Everyone	18/9/2024	Finalizing

2.0 DISCUSSION ON FINALIZED REPORT DRAFT

After everyone had reviewed the final draft, the comments were discussed. The introduction's content is sufficient and acceptable, but it needs to be rephrased. In addition, the problem statement section and the conclusion still need to be finalized. Other than content issues, it was also suggested to include some related images alongside captions, particularly for the possible solution and the agile team sections.

Moreover, team members who have used any online resources should include the in-text citations and the references in APA 7th format. Furthermore, for the appendix section, a simple flowchart is needed to display how the ERF is applied throughout the project. Ultimately, the information on the report's front cover page has to be updated.

3.0 DISCUSSION ON UI DESIGN

The team all agree on using Figma to design the user interface for the final product. Once the design of the user interface is completed, it is then animated using Microsoft PowerPoint to visualize how the final product functions and showcase the interaction between the users and the product itself.

ACTION ITEMS	OWNER	DEADLINE	STATUS
Modify the respective section based on the meeting discussion	Everyone	22/9/2024	In Progress
Produce the final report	Everyone	22/9/2024	In Progress

ANNOUNCEMENTS

None

NEXT MEETING

None