Project and Topic Feedback Flows

Collecting and Sharing Input and Feedback Before/At/After the Event

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# Project Information

## ***Event Goals Anchor for Schedule & Program Items:***

Anchoring Program and Schedule to One or More Event Goals is important. The goals are:

**In General…**

* *Build awareness of and* ***elicit******feedback******for******GLTL***
* Build the GLTL Projects Pipeline
* Further detail the GLTL Operational Model

**On the Projects Side…**

* ***Enhance including via feedback and link existing projects*** *(and ideas)*
* Identify new project partners
* Identify new projects

## Initial Inputs of Project Information

* **What:** Project Descriptions generated by Event Organizers and Project Teams
* **When:** Rolling basis with pre-event collection and emphasizing updates during event
* **How:** Form-Based, Structured Data Collection Points Ensuring Sharing Rights
  + **Forms:** 
    - Google forms linked from relevant emails/event slides and embedded in relevant event site pages
    - Event site pages design anticipates url structure of <http://mit.edu/law/legal-tech/> where input and feedback form will be conspicurously visible, accessible and usable in simple manner.
    - Forms will include user click box for creative commons legal permissions covering inputs, feedback or other contributions of content provided.
      * Indication of license permissions is included on the same row of each Google Sheet where the Google forms initially funnel submitted content, along with the name, email, etc of the party contributing the content;
      * MIT will use a plain text UTF-8 encoded CSV file readable as a spreadsheet by any Microsoft, Apple, Open Source or other spreadsheet software and will include the evidence of creative commons license, time/date stamp and other relevant data with the file. MIT may maintain a version of the data on Google Sheets for convenience and the powerful feature-set available but this proprietary file type and network location will not be the authoritative storage medium for this content.
  + **Emails:** 
    - Invitation to provide pre-event input/feedback to be included into welcome email from Sandy to all attendees, including link to relevant Google form. Email transmission targeted for evening of Thursday, April 28.
    - It is anticipated that some less technical, time-pressed or casually attentive attendees may reply to the email from Sandy and include unstructured narrative prose in the body of the email. This input will need to be manually evaluated, curated and incorporated by event organizers, staff or volunteers over time and in some cases may not be processed in time for use before or during the event or at any time if sufficient license permissions are not provided for storing and using the content.
  + **Other:**
    - Some of the project teams prefer to use their own project communication tools for this type of information and ask that event organizers collect project information from that source. This is totally fine if the requested information exists at the source and can be shared under creative commons or open source license.
    - Other popular project communication or repository tools used by MIT and other teams include: Slack, IRC, GitHub Wiki and/or GitHub Pages, Hackpad, project-based Wordpress or other blogs and ReadTheDocs.

## Storage, Publishing and Distribution of Project Information

### Technical Funnels, Flows and Final Formats

* + Initially, the Google Form submitted data will reside in Google Sheet and periodically will be output via API calls and batch jobs to UTF-8 encoded simple text CSV files.
  + The data will be displayed in standard HTML web pages using basic project templates in (using standard Bootstrap unless otherwise noted). The data will be dynamically fed through Google apps script and API to populate the web pages such that, for example, if/when the projects team updates information about the project via the form tool then in nearly the same instant the next page view on the website will also be updated to reflect the modified information.
  + The data will also be available in periodically updated (and versioned) CSV files via “download” link on the legal-tech event site.
  + It is anticipated the data will also be included in standard CSV format as part of the final deliverables from MIT to the Kauffman Foundation with a courtesy copy transmitted to the event organizers.
* Active Use and Iteration of Project Data During the Event
  + The projects teams and track facilitators may use the data in support of elicitation of feedback and advancing the then-current descriptions, meta-data (eg project labels or other tags) and other relevant links (eg links provided by participants to relevant tools, other solutions, research/scholarship, products/companies, law and policy, legal or regulatory practices, guidance, trends, etc).

# GLTL and Event Theme Information

## Collection & Use of GLTL and Event Theme Info

In Process.

And see following relevant Program Committee Call: April 27 notes:

[How do the First Day Tracks and Sessions Relate to Goals](https://docs.google.com/document/d/1ImT_RPa_GO9d3I209EclC_RlnH9DJ48O2jtbOnFk7f4/edit#heading=h.shixymsoqm8y)

[Eliciting Discussion on the Projects in Each Track](https://docs.google.com/document/d/1ImT_RPa_GO9d3I209EclC_RlnH9DJ48O2jtbOnFk7f4/edit#heading=h.5iec8kvzmyyy)

[Eliciting Input/Feedback on the Themes](https://docs.google.com/document/d/1ImT_RPa_GO9d3I209EclC_RlnH9DJ48O2jtbOnFk7f4/edit#heading=h.euf8uspifsy)

[Current Definitions of Themes for Each of the Four Track:](https://docs.google.com/document/d/1ImT_RPa_GO9d3I209EclC_RlnH9DJ48O2jtbOnFk7f4/edit#heading=h.dh5757dhjup)

And:

[How does evening of first day flow and relate to goals?](https://docs.google.com/document/d/1ImT_RPa_GO9d3I209EclC_RlnH9DJ48O2jtbOnFk7f4/edit#heading=h.8s2mr636jcg0)

[How does morning of second day best relate to goals?](https://docs.google.com/document/d/1ImT_RPa_GO9d3I209EclC_RlnH9DJ48O2jtbOnFk7f4/edit#heading=h.yzrqyaj3dczb)

And see following relevant Program Committee Call: April 25 notes:

[NOTE 1: Participant Input and Feedback](https://docs.google.com/document/d/1ImT_RPa_GO9d3I209EclC_RlnH9DJ48O2jtbOnFk7f4/edit#heading=h.sxrgm8785l4x)

[Measurable functions enabling attendee input/feedback:](https://docs.google.com/document/d/1ImT_RPa_GO9d3I209EclC_RlnH9DJ48O2jtbOnFk7f4/edit#heading=h.z8z597uth60n)

[Putting Participant Contributions to Work as Dynamic Event Information](https://docs.google.com/document/d/1ImT_RPa_GO9d3I209EclC_RlnH9DJ48O2jtbOnFk7f4/edit#heading=h.3m9vdtk3k90q)

See also input April 27 [Input from Tony Lai, linked here](#h.jxi3rte11d2i).

# Key Lifecycle Events: Project, Theme and GLTL Info

## 1. Pre-Event Initial Inputs and Collection

**File Storage and Directory Locations**

Using MIT.edu/Law/Legal-Tech as authoritative location of then-current files with version numbers. Providing raw link list to files in directories under /Legal-Tech for direct access and single batch file in .zip format for one-click download of all then-current information.

**Pre-Event, Rolling Basis for Collecting Info & Updating Event Site**

## 2. Active Feedback, Use and Iteration During First Day of Event

## 3. Curation Check-Point: Approx 6:30pm, May 5

On Program Cmt planning call of April 27, it was agreed that organizers (as available) would convene in Dazza Greenwood’s office at Media Lab to review and quickly assess the information contributed and gathered during the first day. This quick review is intended to:

* Identify any significant progress or other valuable new ideas and other resources generated in connection to projects, themes and/or the GLTL.
  + If appropriate and practicable, individuals or teams in the best position to relay the significant advance or other contribution should be contacted that evening or before the start of the 9:30 session the second day to confirm whether they can include the identified item(s) in their report out
  + In addition or in the alternative to inclusion in report out by a participant or team, these major advances should also be added in high level one-line form to a hit-list of items included on the relevant event page and organizers should ensure each key item is spotlighted at least one time the second day of the event.
  + For simplicity of administration and management, this “hit-list” is intended to be a simple bulleted list with links as appropriate on relevant slide(s) of the unified deck used for the event.
* A specific tag, label or other “one-click” or “one-word” methods will be used during the first day to ensure that important information relating to activities happening the night of the first day can be identified for appropriate action. This may include
  + To the extent practicable, common anticipated requests for team-project matching and activity resource allocation (people who want a tour, commons questions capable of batch-reply via an FAQ, etc) can be routed to more automated work flow oriented processes, including by use of a clock-box or special tag word, eg:
    - People who indicate they want to join an activity happening that night such as a team planning to work on a project or people planning to discuss a topic.
    - Similarly, key questions or priority issues identified in relation to a project, topic or other important activity happening that night or the second day should be accessible by means of simple “sort” “filter” or “search” of the relevant online Google sheet or other data store where inputs/feedback labeled for immediate attention are accessible.
  + Urgent matters that require individual attention and judgement should be automatically added to the list of items for review/triage at the 6:30 meeting on May 6. Whether or what action may be needed to address questions, ideas or other items should forwarded or routed to the relevant team/project or other responsible party who must take action or would benefit from receiving the information, offer or other contribution.
    - To the extent the conference uses a communications/message service like Slack for this event, the complexity of this type of routing/alert/notice function can be almost completely invisible to conference organizers and participants. In Slack, for example, the “direct message” or “mention” capabilities fundamentally address this basic routing/notice/alert need.

## 4. Synthesized Presentation & Discussion, 9:30-11:30 May 6

## 5. Proceedings Archive as of May 6, 1:30pm End of Last Session

## 6. Post-Event Report to Kauffman Foundation & Stakeholders

# April 27: Tony Lai Recommendations:

Shared via the following email:

---------- Forwarded message ----------

From: **Tony Lai** <tony@legal.io>

Date: Wed, Apr 27, 2016 at 6:24 PM

Subject: Re: GLTL Event Planning

To: Dazza Greenwood <dazza@civics.com>

Cc: "Robak, Michael J." <robakm@umkc.edu>, Tony Lai <tony@legal.io>, "c. yang" <carl.yang@gmail.com>

Looking forward to it.

As this is the first of what we hope will be a series of similar events and gatherings, how about we create some artifacts, like the facilitation project charter I've started below, that will serve as templates and standards for the future.

Michael, perhaps it would be helpful if we could to the extent possible complete something like this in advance that we might then discuss. This would set out project goals, roles and responsibilities, identifies the main stakeholders, and the level of authority of facilitators.

This can act as a guideline for future facilitation projects as well as an important material in the GLTL's knowledge management system.

So this facilitation project charter would then be a short document that would consist of the key information needed for the facilitators to succeed.

• It documents the reasons for undertaking the project.

• Outlines the objectives and the constraints faced by the project.

• Provides solutions to the problem in hand.

• Identifies the main stakeholders of the project.

## Facilitation Project Charter

• Identity of the project.

GLTL Data Analytics Project Track Facilitation.

• Time: the start date and the deadline for the project.

• People involved in the project.

• Outlined objectives and set targets.

• Detailed description of a problem or an opportunity.

The legal services market is currently an inefficient market. This ultimately leaves millions of people around the world without access to a legal system they can use and understand. Without this access, they don't understand their rights, and they are vulnerable to abuse, including loss of their homes, their families, and their livelihoods.

GLTL is being launched at MIT Media Lab with a series of "Prototype Jam" Project Discussions and Demonstrations. The event has the opportunity to serve as a template for future events including at other institutions.

These events include separate tracks for different categories of legal technology, one of which is Data Analytics.

This project focusses on the specific opportunity offered by the use of Data Analytics in the legal system, and the **widespread adoption of tools and technologies that facilitate meaning, knowledge and a symmetry of information and understanding**, so that the legal market can be more efficient and so that everyone can use, understand and improve the legal system.

This facilitation project can support this widespread adoption through developing and applying a standardized high-quality **legal technology evaluation** and **taxonomy generation** framework for Data Analytics technologies.

## Notes from Data Analytics Facilitation pre-discussion April 28, 2016

Project Roster: <https://docs.google.com/document/d/11zybc5gutBcrRGZbWRSWN6_Z40i2sBgwPKPuHxyOLCQ/edit#heading=h.onknkc4dgmwm>

Facilitator role:

[Michael: ‘Make sure projects are presented in the appropriate format’ -- help them push the projects forward in some way…]

[Carl: Whatever help we can galvanize for these individual projects to move ahead.]

[-- what is the problem you’re solving. -- what will help you bias towards action. -- help them think that through or network to get to those resources]

[Anything we can cull to note in the meantime… what sort of technology or framework we can use. Interested for us to get to all of that info, and reflect and report on it. What are the key uncertainties that were looking to be solved. What were some of the hurdles --- including outside of the projects].

* Needed to Elicit Initially from Teams through Presentations
  + What is the problem being addressed?
  + Who are principal actors who can make this happen?
    - Beneficiaries, Stakeholders, Partners, etc (See project one-pagers)
  + Tech,
  + What law, Transaction(action),
  + Data
* Project level: continue with group discussions on how
  + Projects can be *enhanced*
  + Projects can be *linked*
  + *New* projects can be identified

[Michael: Yes -- finding a way to help identify projects that would be appropriate for GLTL -- evaluation criteria, helping to establish and think through the rubric of what makes a good project that can progress and potentially be funded by GLTL.

When tracks devised -- idea was just to bucket projects and streamline and figure out how these projects might fit together…]

Carl: Agreeing to ‘templatize something’ -- is there anything we want to do to crystallize to help create affordance for other facilitators…

- 1 - Project Charter for facilitators.

- 2 - Forms for Project pre-fill, to begin setting up basic Project Pages and for eliciting feedback from audience during the event.

## • The return expected from the project.

The projected return is the ability to designate implementation-ready Data Analytics Projects and be able to reliably distribute them to the most relevant GLTL demonstration and evaluation partners.

• Results that could be expected in terms of performance.

GLTL becomes a trusted source of high quality cutting edge legal technology innovation.

• The expected date that the objective is to be achieved.

• Clearly defined roles and responsibilities of the participants involved.

• Requirement of resources that will be needed for the objectives to be achieved.

• Barriers and the risks involved with the project.

• Informed and effective communication plan.

## Context of Project

Who - responsibility of each individuals participating in the project.

What - the motive and the reason for communication plan.

Where - location where the receiver could find information.

When - the duration and the frequency of the communication plan.

How - the mechanism which is used to facilitate the communication.

Whom - The receivers of the communication.

## Business Case

*This outlines the need for the project to take place. A business case should set out the benefits gained from carrying out a project charter. Benefits need not only be in terms of finance such as revenue, cost reduction, etc., but also the benefit that the customer receives.*

• The reasons for undertaking the project.

• The benefits gained from undertaking the project now.

• The consequences of not doing the project.

• The factors that would conclude that the project fits the business goals.

## Project Scope

• Within scope:

• Out of scope:

• The process that each team will focus upon.

• The start and end points for each process.

• Availability of resources.

• Constraints under which the team will work.

• Time limitations.

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**Tony K. Lai**, MA (Oxon), LL.M. | tony@legal.io | [@lai](http://t.sidekickopen06.com/e1t/c/5/f18dQhb0S7lC8dDMPbW2n0x6l2B9nMJN7t5XZsRYrBCN3Ljhyxfn0nTW1qwhg656dVCyf4gdHXv02?t=http%3A%2F%2Fwww.twitter.com%2Flai&si=5830860440338432&pi=ac29ff94-a853-4fef-ef4d-45faa565ec3f) | [LinkedIn](http://t.sidekickopen06.com/e1t/c/5/f18dQhb0S7lC8dDMPbW2n0x6l2B9nMJN7t5XZsRYrBCN3Ljhyxfn0nTW1qwhg656dVCyf4gdHXv02?t=http%3A%2F%2Fwww.linkedin.com%2Fpub%2Ftony-lai%2F0%2F448%2Fb9a&si=5830860440338432&pi=ac29ff94-a853-4fef-ef4d-45faa565ec3f)

CEO & Co-Founder, [Legal.io](http://www.legal.io/) | [@Legal\_IO](http://t.sidekickopen06.com/e1t/c/5/f18dQhb0S7lC8dDMPbW2n0x6l2B9nMJN7t5XZsRYrBCN3Ljhyxfn0nTW1qwhg656dVCyf4gdHXv02?t=http%3A%2F%2Fwww.twitter.com%2FLegal_io&si=5830860440338432&pi=ac29ff94-a853-4fef-ef4d-45faa565ec3f) | 650.318.1812

Entrepreneurial Fellow, [CodeX - Stanford Center for Legal Informatics](http://t.sidekickopen06.com/e1t/c/5/f18dQhb0S7lC8dDMPbW2n0x6l2B9nMJN7t5XZsRYrBCN3Ljhyxfn0nTW1qwhg656dVCyf4gdHXv02?t=http%3A%2F%2Fcodex.stanford.edu%2F&si=5830860440338432&pi=ac29ff94-a853-4fef-ef4d-45faa565ec3f)

Stanford Law School | Stanford Department of Computer Science

Advisor, Legal & Social Innovation

[StartX - Accelerating the Development of Stanford's Top Entrepreneurs](http://t.sidekickopen06.com/e1t/c/5/f18dQhb0S7lC8dDMPbW2n0x6l2B9nMJN7t5XZsRYrBCN3Ljhyxfn0nTW1qwhg656dVCyf4gdHXv02?t=http%3A%2F%2Fstartx.stanford.edu%2F&si=5830860440338432&pi=ac29ff94-a853-4fef-ef4d-45faa565ec3f)

Recent coverage: [Forbes.com - The Future Of The Legal Profession Might Be Brighter Than You Think](http://t.sidekickopen06.com/e1t/c/5/f18dQhb0S7lC8dDMPbW2n0x6l2B9nMJN7t5XZsRYrBCN3Ljhyxfn0nTW1qwhg656dVCyf4gdHXv02?t=http%3A%2F%2Fwww.forbes.com%2Fsites%2Fbrianrashid%2F2015%2F12%2F06%2Fthe-future-of-the-legal-profession-might-be-brighter-than-you-think%2F&si=5830860440338432&pi=ac29ff94-a853-4fef-ef4d-45faa565ec3f)

And: [We were awarded #1 in the category, Best New California Legal Service, by readers of The Recorder, California's leading legal news publication](http://t.sidekickopen06.com/e1t/c/5/f18dQhb0S7lC8dDMPbW2n0x6l2B9nMJN7t5XZsRYrBCN3Ljhyxfn0nTW1qwhg656dVCyf4gdHXv02?t=https%3A%2F%2Fwww.legal.io%2Fblog%2F55f9b4b2e4a9946ade000000%2FLegal-io-opens-access-to-award-winning-legal-technology&si=5830860440338432&pi=ac29ff94-a853-4fef-ef4d-45faa565ec3f)

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# April 27: More Detailed Event Data Flow

#### Elicitation Note:

### How do the First Day Tracks and Sessions Relate to Goals

* Mechanisms for Eliciting Input from Participants:
  + One approach is to have a simple and effective form tool for input via phone/laptop. Must be very simple and clear and directly relevant.
  + Notes of key points, questions, ideas, etc recorded by a scribe for each In-Room discussion, dialog and other dialectics as enabled by the track facilitators.
  + Session by Session **Accumulate** Input on each of the 4 Track Categories

#### Eliciting Discussion on the Projects in Each Track

* + Another approach is to have deeper project by project dialectic discussion
  + This requires deep active listening/recording by scribe and understanding by facilitators.
  + Underlying questions are: what projects could best be combined, how are the topics evolving, etc.

#### Eliciting Input/Feedback on the Themes

* + We will include the then current definition of each theme on the slide for each track and session. Throughout the day, the definitions or scope/insights/questions for each theme/track are expected to be slightly edited (red-line) to reflect and accumulate and build upon major insights or other improvements elicited by facilitators and noted by scribes. IE: The starting definition and annotations is expected to be edited somewhat based on the input of session 1 so at the start of session 2, the Google Slide has been updated slightly by the scribe to reflect key feedback in a way people in session 2 can see on the screen at the start of the session and likewise that definition is likely to be improved further in session 2 so people in session 3 see two rounds of slight edits and can build upon the insights, refinements, questions etc of prior sessions. The content expected for each theme/track slide is expected to include:
    - Theme Name and Definition: Starting with the then-current content listed directly below; and
    - Relevant Links: Links to projects allocated to that theme and other key resources such as laws, technologies, academic classes/clinics/articles/research, important trends/initiatives, etc.
    - Engaging types of questions or feedback facilitators could seek to focus participants upon contributing information that can be captured by the scribe on the event slides and can be built upon and seen/used by people in each and in all tracks (Google Slide updates embedded in event page are updated as edits are made by facilitators or scribes) include: what should the scope of this theme may include:
      * What should be out of scope and why?
      * What is or will be the impact of this theme on the law and/or impact of law on relevant tech/business in the field of the theme?
      * What are the key questions or other open issues related to this theme that are not already identified?
      * How/why would you propose editing the definition of the theme?
      * Do you have on feedback (visible as red-line text) contributed by fellow participants in previous session? (For sessions 2 & 3)

### Current Definitions of Themes for Each of the Four Track:

“As indicated on the previous page, GLTL will be aiming to cover a broad range of legal technologies, and it is likely that some projects will cover a number of technology areas. For the purposes of broad classification, the following legal technology application areas

§ ***Legal document automation*** with a strong focus on defining the structuring the information requirements and rules set as well as the logical inference framework. This application area also has a strong affinity to simplifying regulatory processes.

§ ***Data analytics*** with a strong focus on the analysis of large, relatively low-complexity (but often still unwieldy), publicly available datasets in order to shape and influence changes in policy and legislation. This also includes the use of tools for information visualization. Datasets used will often be structured so that they may be processed in a way that is relatively context free.

§ ***Semantic systems*** to enhance understanding of relatively complex sets of information, and where a key element lies on establishing a real understanding of the information. With a relatively high ***context dependency***, this technology application area will draw heavily on natural language processing, and deep machine learning.

§ ***Smart transactions*** with a strong focus on ‘smart contracts’, and more specifically: first, the conversion of ‘dumb-contract’ to ‘smart-contract’ systems; and second, the identification of new application areas for smart-contract systems that embody entirely new sets of contractual relationships.”

### How does evening of first day flow and relate to goals?

* Mix of working on projects and/or spend time at social/networking events-opportunities
  + Venture Cafe - Tours - Lounge Space
  + Provide hacking space for projects (round tables in common area)
    - Pizza/Beer, etc.
    - Communal area. Keep together to preserve community working.

### How does morning of second day best relate to goals?

* Show/demo the progress per project from day 1
* People have opportunity to provide More Feedback on projects and/or GLTL generally

# April 25, Program Cmt Notes

Event Flow: Room-Tech Needs

[**https://docs.google.com/document/d/1XjIfCbfXmGhJsv7Hug49cN-WbIXtrBQxpDYxyDnbiIY/edit#**](http://#)

**Track Organization:**

*Individual Project Level:*

* Each Project Development Session will begin with 7-minute presentations from each of the project leaders/spokespersons. These presentations should build upon the project introductions made in the 9.30 – 11.00 am session.
* **The three subsequent project development sessions will also build on each other,** and for the first track, the following projects are covered:
  + Startup Advisor Toolkit-Founders Terms Sheet Generator (Noah Ballard)
  + Startup Advisor Toolkit-LLC Formation (Larry Farmer, and Jeff Ward)
  + Establishing an automated, web-based permit processing system (Chris Kopecky and Jonathan Tromba)
* Needed to Elicit Initially from Teams through Presentations
  + What is the problem being addressed?
  + Who are principal actors who can make this happen?
    - Beneficiaries, Stakeholders, Partners, etc (See project one-pagers)
  + Tech,
  + What law, Transaction(action),
  + Data
* Project level: continue with group discussions on how
  + Projects can be *enhanced*
  + Projects can be *linked*
  + *New* projects can be identified

*Theme/Track level:*

* **Legal document automation:** Tony Luppino, Larry Farmer (Document Creation)
* **Smart transactions:** Oliver Goodenough, Thomas Hardjono, Jonathan Askin?
* **Data analytics:** Michael Robak and Tony Lai
* **Semantic systems:** John Cummins, Carl Yang and Jonathan Askin

**Projects current allocated to each track**

**Track 1) Legal document automation**

§ Startup Advisor Toolkit-Founders Terms Sheet Generator (Noah Ballard)

§ Startup Advisor Toolkit-LLC Formation (Larry Farmer, and Jeff Ward)

§ Establishing an automated, web-based permit processing system (Chris Kopecky and Jonathan Tromba)

**Track 2) Data analytics**

§ Parcel Assessment Tool - Abandoned Properties (Michelle Burns, James DeLisle, Abigail Judah, and Bryan Rogers)

§ FCC and Agency Transparency (Adam Candeub)

§ Establishing a legal health check application (Gabriel Teninbaum)

§ City Scope (Ira Winder and Kent Larson)

§ Enigma (Guy Zyskind)

§ Smart Cities/Sensors/Privacy Laws/Citizen Perspectives (Kam Eaken/Bryan Rogers)

**Track 3) Semantic systems**

§ Exploring new applications for AI-based technology in law (Peter Wallqvist)

§ FairML (Julius Adebayo)

§ Creation and automation of global standards (Jonathan Askin)

**Track 4) Smart transactions**

§ Moving from dumb to smart contracts (Chris Odom and Cliff Baltzley)

§ Common Accord [INSERT PROJECT NAME] (Jim Hazard)

§ Blockcorp (Dazza Greenwood)

§ ExImchain [Chris Crawford]

April 24: General Conceptual Overview

## Form Intake Before Event for Project Teams:

For planning purposes, it is desirable to inventory before the event at least a rough estimate of individual project artifacts to be created as prep for and/or at working session during the event from the event.

* It is desirable for project teams to have direct means to provide and update this and other project information.
* This information can be used by MIT and other event helpers to be aware of needs and better assist or facilitate opportunities for match-making or other connection to relevant resources:
  + We can anticipate that some resources will be capable of management, scheduling and definite allocation such as conference rooms, meeting supplies, assistance with some project presentation needs, scheduling video interviews or other shoots within the procured limits of available services, and other resources that are owned/controlled and managed by organizers and dedicated to the event
  + We can anticipate that other relevant resources will not be directly allocatable by event organizers but may be available to project teams based on bottom-up, self-organizing and voluntary choices of other event participants to provide assistance, such as technical or other talent/skill to build/fix/improve artifacts, access to specialized software or other tools, expert feedback/mentoring, needed introductions, etc.
  + Event organizers operating in the Atrium commonly enable the identification and matching of resources to teams/projects by use of large conspicuous lists of resources needed and resources available (in digital form displayed on the huge jumbotron monitor in the Atrium and/or on very big sheets of sticky-note paper on the glass walls of the Atrium. For project centered events, this commonly looks like a list of event participants and/or projects with team member names and bulleted list of “help we need” and/or “help we can provide”.

## Developing Themes and Projects

Given the theme/track structure, the fascinating array of event participants and the interesting environment of the Media Lab, it is very foreseeable that some participants will not seek to spend time on project-focused work primarily with very small groups of people they already know well instead of engaging in with a larger or different group during the day and participating in networking, social, sightseeing or other activities at night. Irrespective of progress made on projects during the event, information collected before the event about project resources needed and participant skills or other resources potentially available will be of ongoing use and value.

* The requested pre-event time and attention requested of any given invitee on describing what is needed and will happen on a project at the event should be proportional to the time and level of effort the invitee realistically predicts they will apply during the event to project-focused work and the priority they attach to producing new project-focused artifacts during the event. A current priority rating of this type can be established for each project by each team on a pre-event elicitation form and the priority can easily be updated (higher or lower) by the team to reflect current level of need. For teams that had predicted high likelihood of resource needs before the event but find they have become involved in other projects and/or track-level activities during the event, the rating can be decreased. Some teams that had predicted low likelihood of project resource needs before the event may choose to increase the priority level of needed resources to advance their projects as a result of new circumstances during the event (eg: exposure to new ideas/opportunities, availability of previously unavailable/unknown tools/solutions, new people who volunteer to contribute etc.). Similarly, the specific resources needed may change from time to time, and can also be updated along with the priority level.

#### Elicitation Note:

Higher level, larger group “track-focused” discussion and activity time can and should be well aligned to the goals and objectives for the May 5-6 event. A few pivotal methods and mechanisms can be deliberately engineered to produce, package and provide periodic batches or continual streams of relevant, valuable and immediately usable artifacts from participants in each track.

* All facilitators can be tasked to elicit *and ensure the scribe has accurately and completely captured*  views or other contributions from participants in each track on one or more “must-have” outputs. These can include:
  + Observed problems/solutions related to the theme;
  + Opinions about 3-10 year predictions on theme-related matters;
  + Proposing important principles/priorities applicable to the theme;
  + Identifying theme-related people/projects/programs exemplifying relevant best-practices, representing harbingers of the future, demonstrating desirable characteristics, etc.
* All participants can be invited to offer views on a small number of seminal, top-level questions, during the plenary meeting via a simple form designed for easy use on a phone, tablet or laptop, such as:
  + What, if any, alternative themes may have been preferable to those established for this event?
  + What theme-related questions, problems, activities, ideas or other matters are most important for participants in the corresponding track to address?

# April 22 Program Cmt Notes (Excepted)

**Items 3 General Event Flow and Specific Project Artifacts**

Elicitation of relevant information and other contributions before and during the event will be enabled through simple forms directly on an event web page.

A unified event slide deck will be used to maintain continuous and smooth harmonization of each session. The slides will be sequenced to reflect the event program schedule. Relevant content for each time, topic and track of the event will be displayed on or linked from the slide for the corresponding session (welcome session, track sessions, report out sessions, etc),

Pre-event form and optional hangout for each team/speaker to directly engage regarding their readiness and desired activities/outcomes during May 5-6 event. Including:

* short statement of what the project is,
* A few bullets on what problem(s) the project is solving, and
* At this point in the project, what does the team need (eg: Is it insight into the current market? Is it new/improved code? Other?)
* Current estimate of new or improved project artifacts or other progress is desired or intended during the May 5-6 event
* Dazza will start with Jon C’s GLTL one pager for format.

Next Actions arising from April 22 meeting:

* NEED STILL PHOTOS of the event.
* Facilitators: Add Thomas Hardjono to blockchain track.
* Plan to have scribes and potentially other helpers assist participants to complete/package/deliver outputs they are working on. Specifically, scribes are needed to support 1 each track during the first day and 2 each working team first night a) specifically for presentation at report out next morning, and b) for addition to gallery/directory of projects used for the event (minimally a bootstrap or other suitable gallery or portfolio style site that is easy to manage and ideally a version of the prototype CivicLawTech gallery, if ready for this production-grade purpose).

For more notes related to event flow, see: [https://docs.google.com/document/d/1XjIfCbfXmGhJsv7Hug49cN-WbIXtrBQxpDYxyDnbiIY](https://docs.google.com/document/d/1XjIfCbfXmGhJsv7Hug49cN-WbIXtrBQxpDYxyDnbiIY/edit)