

Team Charter

Team Name: The Explorer (Workshop1Group3)

Project Background

- Our team is supposed to strengthen the sense of social responsibility, inspired by the GPT-3 case by analyzing the social challenges on existing GPT-3 and trying to find the solution. Although GPT-3 bringing amazing outputs, it still has limitations and negative effects on the public, for example generating bias or racist data.

Team Mission

- After reviewing the existing issues of GPT-3, our team will complete the project after recognizing the challenges faced by this new language model. The most important issues we face are ethical, social, and legal issues, studying how it discriminates against specific individuals or groups through linguistic bias; and how to embed human unconscious biases and known discriminatory behaviours into these models. In addition, we will do our best to find existing solutions proposed by experts for such problems, and we will come up with possible solutions by ourselves.

Team Objectives/Goals

- Understand GPT-3 by browsing website, reading articles
 - background
 - development
 - strength
 - limitation
 - public attitude
- Define POV(Position Of View)
- Find Key Concerns, what is the most vital issue that should be solved first.
 - ethical issues (sexist and racist info,
 - bias outputs
- Determine the stakeholders who will impact by GPT
 - Developers
 - Users

- Government
- The 3rd party supervision
- Find out possible solutions to solve the key concerns
- Recommendations to GPT-3: Advice on the future direction of development

Team Member Skill Inventory

- **Strengths**
- Our team members are all major in computing so assuming we know the existing language model. All of us have rational and logical thinking when doing the project. Two of us doing business as an undergraduate degree and doing better in analyzing the ethical issue and project's cost accounting. The different backgrounds will help improve our project strategies.
- **Weakness**
- Lacking knowledge on AI is our team's weakness, it would be helpful for the project if we have any. However, many of us have an AI's studying background. Since GPT-3 is a new language model and still has many limitations to broadly used in our life, it's difficult for us to collect relevant data on the internet.

Role Identification

Our team doesn't have a leader, everyone may leader the project for any specific stage. Every team member would come up with any new idea and the communications coordinator.

- *Communications coordinator: Yuxuan Yang*
- *Editor: all team members*
- *Reviewer: all team members*

Ground Rules

For each task, we may do together in every single learning period. It was impossible to split tasks for each member because it may lead to some isolation areas, which someone may understand the key concern of GPT-3 but less awareness on solutions. We have a group chat room to communicate at any time. Our rule is to search or collect data together and share ideas in the chatting room if we have one. We have 8 rules to make our meeting effective. It will help to improve solve problems and make better decisions

Weekly Meeting time: Every Thursday after the workshop

Meeting duration: 1h (depending on different circumstance)

Meeting tasks:

- Collect each member's articles & data,
- Discussion the key concern and solution,
- Summarize all ideas

Meeting Ground Rules:

Before meeting

- i. Show up on time and come prepared
 - Be prepared to contribute to achieving the meeting goals
 - Come to the meeting with a positive attitude
 - Share all relevant information
- ii. State views and asks genuine questions
 - List the discussion content before meeting
 - Avoid monologues and encourage argument

During meeting

- iii. Listen and share with an open mind
 - Value the learning from different inputs, and listen to get smarter
 - Develop a comprehensive, common set of information
 - Stay open to new ways of doing things, and listen for the future to emerge
- iv. Stay on point and on time
 - Respect the groups' time and keep comments brief and to the point
 - When a topic has been discussed fully, do not bring it back up
 - Do not waste everyone's time by repeating what others have said
- v. Attack the problem, not the person
 - Respectfully challenge the idea, not the person
 - Blame or judgment will get you further from a solution, not closer
 - Honest and constructive discussions are necessary to get the best results
- vi. Testing assumptions and inferences
 - List all situation whether the assumptions are appropriate
 - Making decisions valid information
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After meeting

- vii. Record outcomes and share
 - Record issues discussed, decisions made, and tasks assigned
 - Share meeting reports with meeting participants
 - Share meeting outcomes with other stakeholders that should be kept in the loop
- viii. Discuss undiscussable issues.
 - Recording the undiscussable issue,
 - Making a plan for the next discussion

Penalties:

We expect every team member to attend the meeting on time and get an exemption if someone has something urgent to do. If someone isn't able to attend the meeting, he/she should notify others in an online group chat room. We have an attendance sheet for each meeting to record who is participating.

Conflict Resolution Mechanisms

- All problems will be kept within the group until that is no longer a solution and then we must escalate the issue.
- Set a deadline for each split task to remind members to fully participate in the entire project, rather than postpone everything to the final deadline.
- Have an expectation level at the beginning of every meeting.

Team Member Sign Off:

I have participated in the development or review of this charter and agree to it.

- Team Member: Fengqing Wu u7166770
- Team Member: Ming Xu u7076449
- Team Member: Xufeng Zhu u6825259
- Team Member: Yuxuan Yang u7078049
- Team Member: Zixian Huang u6872840
- Workshop Facilitator: Ali Eshraghi
- Date: 2021-3-25