1409

MEETING NAME 29/04

horizontal line

29 / 04/ 2021 / 12:00 PM / Discord

# ATTENDEES

Lachlan Crawford,Mark Alexander, Anthony Yuen

# AGENDA

## New Business

* Choose project idea
* Set project questions

# NOTES

* Choose topic AI
* Decided on questions: what is AI?, Why is AI relevant? And what are the uses and misuses of AI?

# ACTION ITEMS

* Anthony to do The uses and misuses of AI
* Lachlan to do WHat is AI
* Mark to do why is AI relevant

# NEXT MEETING’S AGENDA

* Plan project proposal presentation
* Lock in team member jobs

1409

MEETING NAME 03/05

horizontal line

03/ 05/ 2021/ 12:00 PM / Discord

# ATTENDEES

Lachlan Crawford,Mark Alexander, Anthony Yuen

# AGENDA

## New Business

* Decide who presents what for presentation
* Set Website jobs
* Lock in sections to research
* Plan project presentation

# NOTES

* Decided what information stays on the presentation
* Decided who presents which section
* Mark will not be able to present the proposal with us

# ACTION ITEMS

* Lachlan and Anthony to present proposal and report back
* Lachlan to research what is AI for choice section
* Mark to do research why AI is relevant for opportunity section
* Anthony to do research for the uses and misuses of AI for risk section

# NEXT MEETING’S AGENDA

* Talk about notes from proposal presentation
* Check in on everyone’s research
* Lock in design for website

MEETING NAME 08/05

horizontal line

08/ 05/ 2021/ 12:00 PM / Discord

# ATTENDEES

Lachlan Crawford,Mark Alexander, Anthony Yuen

# AGENDA

## New Business

* Discuss notes from proposal presentation from Robert
* Lock in website design
* Check updates on everyone’s research

# NOTES

* Decided what information stays on the presentation
* Decided who presents which section
* Mark will not be able to present the proposal with us

# ACTION ITEMS

* Lachlan and Anthony to present proposal and report back
* Lachlan to research what is AI for choice section
* Mark to do research why AI is relevant for opportunity section
* Anthony to do research for the uses and misuses of AI for risk section

# NEXT MEETING’S AGENDA

* Talk about notes from proposal presentation
* Check in on everyone’s research
* Lock in design for website how it should look

MEETING NAME 13/05

horizontal line

13/ 05/ 2021/ 12:00 PM / Discord

# ATTENDEES

Lachlan Crawford,Mark Alexander, Anthony Yuen

# AGENDA

## New Business

* Talk about changing design of website
* Plan design of final presentation
* Check what information we would like on the final presentation and website
* Updates on the info we have gathered

# NOTES

* The navbar for the site was not working well and needed to be looked at
* The design of the site to be changed
* Need to get more info done and referenced before next meeting

# ACTION ITEMS

* Redo navbar for site
* Change up background colour of site

# NEXT MEETING’S AGENDA

* Check updated slides for the final project
* Go over information presented in presentation
* Lock in who presents what
* Check website update

MEETING NAME 18/05

horizontal line

18/ 05/ 2021/ 12:00 PM / Discord

# ATTENDEES

Lachlan Crawford,Mark Alexander, Anthony Yuen

# AGENDA

## New Business

* Check updated slides for the final project
* Go over information presented in presentation
* Lock in who presents what
* Check website update

# NOTES

* Decided what information stays on the presentation
* Decided who presents which section
* Decided on design of website adding in title,roles and reference slides
* Uses and Misuses section of slide has not been done yet

# ACTION ITEMS

* Uses and misuses slide to be finished by Anthony
* Mark to present Opportunity’s slide why AI si relevant
* Lachlan to present Choice’s slide what is AI?
* Anthony to present the uses and misuses of AI
* Website design has been finish and now time to input info

# NEXT MEETING’S AGENDA

* Check update on website
* Go through final presentation before 27th

MEETING NAME 26/05

horizontal line

26/ 05/ 2021/ 12:00 PM / Discord

# ATTENDEES

Lachlan Crawford,Mark Alexander, Anthony Yuen

# AGENDA

## New Business

* Check update on website
* Go through final presentation before 27th

# NOTES

* Anthony’s slide finished with uses and misuses
* Everyone is clear on what they are presenting and how long they are to present for
* Everyone confirms they will be on time for the presentation
* Mark has finished his section of the website

# ACTION ITEMS

* Present on the 27th
* Add in our research to the website
* Do the ethical reflections for our topic

# NEXT MEETING’S AGENDA

* Reflect on final presentation
* Update the website with our information and research

MEETING NAME 28/05

horizontal line

28/ 05/ 2021/ 12:00 PM / Discord

# ATTENDEES

Lachlan Crawford,Mark Alexander, Anthony Yuen

# AGENDA

## New Business

* Reflect on final presentation
* Update the website with our information and research

# NOTES

* Everyone presented clearly and confidently without going over time
* Lachlan and Anthony need to update the website with their research to finish the site
* The website team section and front page need to be updated

# ACTION ITEMS

* Lachlan and Anthony need to finish their sections what is ai and the uses and misuses of AI

# NEXT MEETING’S AGENDA

* Talk about notes from proposal presentation
* Check in on everyone’s research
* Lock in design for website how it should look