[TO-4566] Google Gemini AI Tool Integration Created: 22/Aug/25 Updated: 06/Nov/25 Due: 08/Sep/25

Status:	On Hold
Project:	Technology Operations Board
Components:	None
Fix versions:	None

Type:	Epic	**Priority:**	Medium
Reporter:	Jasmine Sekhon	**Assignee:**	Solounge Bowen
Resolution:	Unresolved	**Votes:**	0
Labels:	None		
Remaining Estimate:	0 minutes		
Time Spent:	1 hour		
Original estimate:	Not Specified		

Attachments:	🖼 Screenshot 2025-10-10 at 5.18.05 PM.png 🖼 Screenshot 2025-10-21 at 12.57.48 PM.png 🖼 Screenshot 2025-10-27 at 2.24.01 PM.png 🖼 Screenshot 2025-11-04 at 5.24.10 PM.png

Issue links:

Blocks

blocks	TO-4490	Create Google Workspace Documentation	Closed

Post-Incident Reviews

reviews	TO-4109	Kindlabs-Using Google Cloud Vision or...	Waiting for Business

Relates

relates to	TO-4611	AI Request Form	Closed

[Tech Ops] Vendor/ Issue Type:	Project/ Workflow/ DevOps - Process Improvement
[TO] Key Performance Indicator:	Improved User Experience, IT, Reduction of time/workload
Request participants:	
Link URL:	https://docs.google.com/spreadsheets/d/1vkinPlkdGcYAqcfnGJ2ouzr2_9WvKDja/edit?gid=280849273#gid=280849273
Secondary:	Lori Reorowicz

Technical Resource:	Matthew Ammlung

Description

Summary: This epic covers the entire process of integrating and promoting the use of approved AI tools, specifically Google Gemini for note-taking, across the organization. The goal is to improve employee efficiency, establish clear company policies, and ensure a smooth and informed transition for all staff.

Background: Following the recent AI committee meeting, a clear need was identified to formalize the use of AI tools to enhance productivity. The initial focus is on Google Gemini for note-taking and other core business functions. A multi-pronged approach is required to ensure a successful rollout, which includes updating company policy, providing comprehensive technical guidance, and educating employees on best practices.

Next Steps:

This epic will be broken down into the following key initiatives, each of which will be created as a separate story or task within this epic.

1. **Update Employee Handbook with AI Policy**

    - **Description:** Collaborate with HR to draft and finalize new sections of the employee handbook outlining the official company policy on AI tool usage. This includes guidelines on data privacy, security protocols, and ethical considerations.
    - **Assignee:** Solounge Bowen
    - **Priority:** High
    - **Tasks:**

        - Draft initial policy language for review by HR.
        - Meet with HR and legal to get approval on policy.
        - Finalize and publish the updated handbook.

2. **Develop Technical Documentation**

    - **Description:** Create a centralized, easy-to-access knowledge base (e.g., a Confluence space or Google Site) with practical guides for using the approved AI tools. This documentation will serve as a self-service resource for all employees.
    - **Assignee:** Tech Ops
    - **Priority:** High
    - **Tasks:**

        - Create a "Getting Started with AI" guide.
        - Write step-by-step "How-To" guides for specific use cases (e.g., summarizing meetings, drafting emails).

- Include a section on best practices for prompt engineering.
- Publish and announce the documentation.

3. **Schedule and Host a Lunch & Learn Session**

   - **Description:** Plan, promote, and conduct a live training session to walk employees through the new AI tools. This session should be interactive and provide a live demonstration of key features.
   - **Assignee:** Tech Ops
   - **Priority:** Medium
   - **Tasks:**

     - Select a date and time for the session.
     - Create and send out a company-wide invitation.
     - Develop presentation materials and a live demo script.
     - Record the session for later access.
     - Upload the recorded session to the internal video portal.

4. **Push Google Gemini Web App to Mosyle**

   - **Description:** This task is specifically for IT to push the Google Gemini web app to all company devices via Mosyle, so employees can easily access the tool. This is a critical prerequisite for the successful adoption of the tool.
   - **Assignee:** Lori Reorowicz
   - **URL to Push:** https://apps.apple.com/us/app/google-gemini/id6477489729
   - **Priority:** High
   - **Tasks:**

     - Verify the app's compatibility with company devices.
     - Configure the app deployment in Mosyle.
     - Push the web app to all users.
     - Test that the app is accessible for a small group of users before the full rollout.

5. **Create AI Tool Request & Prioritization Form**

   - **Description:** Build a Google Form for employees to submit requests for new AI tools and a framework to evaluate them. This will formalize the process and allow the committee to assess requests based on organizational benefit and cost.
   - **Assignee:** Jasmine Sekhon
   - **Priority:** Medium
   - **Tasks:**

     - Draft the questions for the Google Form.
     - Build the Google Form.

- Create a simple prioritization rubric (e.g., based on cost, KPIs, and organizational impact).
- Communicate the availability of the form to employees.

References:

- AI Committee Meeting Notes (Link to document)
- Draft of AI Usage Policy (Link to document)
- Company Employee Handbook (Link to document)

Comments

Comment by Solounge Bowen [08/Sep/25]

I've reviewed the documentation with Jasmine & Matt, we've confirmed that we do like this set up and would like for there to be a Standard Use Procedure for end users (In Knowledge Base)

Next Steps

- Use the existing template of Google Standard Use Procedures, strip info that ONLY includes End User data
  - Use a Smart Link so that IT can make updates in one place for documentation

Comment by Solounge Bowen [09/Sep/25]

I've updated the navigation for the Knowledge base articles

Next Steps

- Jasmine to follow up with AI committee to review and confirm intended next steps

Comment by Solounge Bowen [18/Sep/25]

Next Steps

- Create documentation/ screen recording of how to manage Google Meet notes
- Sent to People Ops/HR to that they can add to their training
- Share with announcements
  - Mention PHI is not allowed

Comment by Solounge Bowen [01/Oct/25]

Update

- Confirmed that Zachary has created a voice over demo video that can be used along with a confluence article
- I've shared with with the HR team and request that we have this added to either the handbook or Lessonly so that the video can be shown .
- Link to Confluence Article -> https://kindbody.atlassian.net/wiki/x/GgC3qw
- Link to the video Zachary created → https://drive.google.com/file/d/1VAoDL_UiFEDHv5vIDG2nsyMGfrFOjDvM/view?usp=drive_link
- Now I will be pending update from HR on this request

Comment by Solounge Bowen [09/Oct/25]

Update

- I've met with Julianne to have a Lessonly course created.
- Created the course and added quiz questions for acknowledgement
  - https://kindbody.lessonly.com/lessons/2536176-google-meet-transcription-policy?publish_success=true

Next Steps

- Review Lessonly course with Jasmine
- Create a draft email that can be used to send to everyone in the company
  - Mention importance
    Mention the benefits
- Have all users view course and complete
- Turn on AI features for all departments
- Close ticket

Comment by Solounge Bowen [10/Oct/25]

Julianne officially releasaed the COurse and set the due date to Octobet 17,2025

As of the last 4 hours, out of 872 employees, 44 has completed the Course.
I've also sent out an email to everyone@kindbody.com to be notified and aware of the link sent. I will continue to monitor
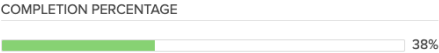
Lesson Activity

Overdue	0	View all
Incomplete	872	View all
Completed	44	View all

LESSON ENGAGEMENT

44	**30**	**30**	**5m 44s**
Lesson Completions	Lesson Views	Unique Learner Views	Average Completion Time

Lesson Statistics by Section   Lesson Statistics by Learner

Comment by Solounge Bowen [21/Oct/25]

As of today we are 38% complete with 350 responses. I've sent out a follow up email to the everyone in hopes to push for completion

COMPLETION PERCENTAGE

████████░░░░░░░░░░░░░░ 38%

Lesson Activity

ASSIGNMENTS   Export Report

Overdue	████████████	562	View all
Incomplete	████████████	562	View all
Completed	███████	350	View all

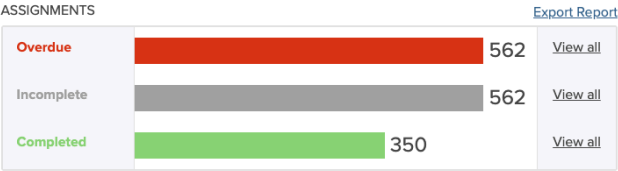LESSON ENGAGEMENT

350	209	185	6m 57s
Lesson Completions	Lesson Views	Unique Learner Views	Average Completion Time

Lesson Statistics by Section	Lesson Statistics by Learner

NON-GRADED QUESTIONS

Comment by Solounge Bowen [27/Oct/25]

As of today we have 46% completion with 420 responses. I've sent a follow up email to everyone in the company today as a follow up

Google Meet Transcription Policy

Filter By: Select a Group

Archive   Copy Content

LESSON DESCRIPTION

This short course reviews the technical steps and company policy for using the new Google Meet Transcription tool. You will learn how to start/stop the feature, where to find your notes, and the strict rules governing what can and cannot be transcribed.

LEARNER RATINGS

👍 1   0 👎

SKILLS

No skills associated with this content.

COMPLETION PERCENTAGE

46%

Lesson Activity

ASSIGNMENTS

Export Report

Overdue		489	View all
Incomplete		490	View all
Completed		420	View all

LESSON ENGAGEMENT

420	266	232	6m 42s
Lesson Completions	Lesson Views	Unique Learner Views	Average Completion Time

Lesson Statistics by Section   Lesson Statistics by Learner

NON-GRADED QUESTIONS

Comment by Soulounge Bowen [04/Nov/25]

Julianne provided a list of users who have completed/incompleted.

I've created it into a Google Sheets, I will schedule an email to the remaining users via Google Group → AI-Compliance-Training-Pending googletranscription@kindbody.com

https://docs.google.com/spreadsheets/d/1vkinPlkdGcYAqcfnGJ2ouzr2_9WvKDja/edit?gid=280849273#gid=280849273

COMPLETION PERCENTAGE

53%

Lesson Activity

ASSIGNMENTS   Export Report

Overdue	425	View all
Incomplete	426	View all
Completed	482	View all

LESSON ENGAGEMENT

482	303	258	6m 58s
Lesson Completions	Lesson Views	Unique Learner Views	Average Completion Time

Lesson Statistics by Section   Lesson Statistics by Learner

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