Live Meeting Support: Applying the AI Capability Framework

1. Purpose of This Scenario

This scenario supports **the use of AI during meetings while they are taking place** — a moment where collaboration, sensemaking, and decision-making happen in real time.

Live meetings are one of the most tempting contexts for AI use: summarising discussion on the fly, capturing action points, clarifying complex information, or prompting next questions. At the same time, this is a **high-risk moment** for overreach, distraction, power imbalance, and loss of human agency.

The purpose of this scenario is to help professionals **use AI, if at all, as a quiet support to human facilitation**, while protecting psychological safety, equitable participation, and accountable decision-making.

This scenario is designed to support:

- Meeting chairs and facilitators
- Committee members
- Project and programme leads
- Academic and professional services staff

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2. Situation & Context

A meeting is in progress. Participants are:

- sharing perspectives
- responding to one another
- negotiating priorities
- forming judgements collectively

Typical pressures during live meetings include:

- limited time
- dominant voices
- cognitive overload
- pressure to reach conclusions

AI may be present as a live note-taker, summarisation tool, or decision-support aid. How and whether it is used will shape **the tone, trust, and outcomes of the meeting**.

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3. Where AI Might Be Used (and Why That Matters)

AI may be used during meetings to:

- capture notes or discussion themes
- summarise points of agreement or tension
- surface unanswered questions
- support facilitation prompts

These uses matter because:

- real-time summaries can anchor discussion prematurely
- participants may defer to AI outputs
- live AI use can shift power dynamics

This scenario treats AI use in live meetings as **high-risk and high-impact**, requiring explicit boundaries and consent.

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4. Applying the AI Capability Framework

4.1 Awareness

Before and during AI use, be clear about:

- the purpose of the meeting (discussion, decision, exploration)
- what level of openness and debate is desired
- how participants understand AI's role

Key awareness questions:

- Will AI support or disrupt the flow of discussion?
- Could its presence silence some voices?
- Is this meeting appropriate for live AI use at all?

Sometimes, the most responsible choice is **not to use AI**.

4.2 Human–AI Co-Agency

In live meetings:

- humans must remain the agents of dialogue and decision
- AI may assist with background support only

Good co-agency means:

- the chair controls when and how AI is used
- AI outputs do not direct discussion
- participants can question or ignore AI-generated summaries

Avoid:

- allowing AI to frame conclusions
- treating AI outputs as neutral or authoritative

4.3 Applied Practice

Appropriate AI uses include:

- capturing neutral notes for later review
- listing questions or unresolved issues
- supporting facilitators with time or agenda prompts

Inappropriate uses include:

- real-time decision recommendations
- ranking options or viewpoints
- generating conclusions during discussion

AI should remain **background infrastructure**, not a participant.

4.4 Ethics, Equity & Impact

Live AI use can affect equity and inclusion.

Use the Framework to ask:

- Are all participants comfortable with AI being used?
- Does AI use privilege faster speakers or clearer articulation?
- Are quieter contributions being captured fairly?

Ethical facilitation prioritises **psychological safety and trust**.

4.5 Decision-Making & Governance

Strong governance practices include:

- explicit agreement about AI use at the start of the meeting
- clarity on what outputs will be retained
- separation of discussion records from decision records

If AI is used:

- note its role in the meeting record
- avoid relying solely on AI-generated notes

This supports transparency and accountability.

4.6 Reflection, Learning & Renewal

After the meeting, reflect:

- Did AI support or constrain discussion?
- How did participants respond to its presence?
- Should AI be used differently next time?

Reflection helps teams develop **context-sensitive AI judgement**.

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5. In-the-Moment Prompts & Checks

Human reflection prompts

- Are we still listening to one another?
- Is any voice dominating — human or AI?
- Do we need to slow down or pause?

Optional AI prompts

- "List unresolved questions raised so far without prioritising them."
- "Summarise points of agreement and disagreement neutrally."

Pause & check

- Is AI helping collaboration right now?
- Would turning it off improve the discussion?

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6. After-Action Reflection

Following the meeting:

- Did AI use feel proportionate and appropriate?
- Where did it add value?
- Where did it create friction or distraction?

Use insights to guide future facilitation choices.

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7. What This Scenario Delivers

This scenario helps organisations:

- support live collaboration without undermining agency
- avoid over-reliance on AI during discussion
- protect inclusion and psychological safety
- strengthen facilitation and decision quality
- develop mature, context-aware AI capability

About CloudPedagogy

CloudPedagogy develops practical, ethical, and future-ready AI capability across education, research, and public service.

This scenario is part of the AI Capability Framework Scenario Library, supporting applied, context-sensitive practice using the CloudPedagogy AI Capability Framework (2026 Edition).

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