
Meeting Agenda and Minutes

Location: Monash Malaysia Idea Link Level 3

Date: 28-04-2023

Time: 9 a.m to 11 a.m

MEETING AGENDA

Invited participants:

1. Jia Xuan
2. Jin Ruo
3. Qian Xin
4. Elysia
5. Kylie
6. Eng Han
7. Zhi Ming

Meeting objectives:

1. Get to know each other
2. Nominate team leader and other roles
3. Finalise the group contract
4. Choose topic for assignment 2

Agenda details:

No.	Agenda Item	Presenter
1	Agree and finalise the group contract	Jin Ruo
2	Decide on issue to use from A1 - Jia Xuan: Attention engineering - Jin Ruo: Attention engineering - Qian Xin: Copyright issues of ChatGPT - Elysia: Influencing, disinformation and fakes: Cambridge Analytica - Kylie: Influencing, disinformation and fakes: convincing lies - Zhi Ming: Attention Engineering - Hans: Influencing,Disinformation,Fakes	Elysia
3	Who should create agenda + meeting from now on	Jin Ruo
4	Decide on a team leader	Qian Xin
5	Finalize on the issue chosen – Attention Engineering (voted by majority)	Zhi Ming
6	Discuss briefly and identify the people negatively impacted. Include possible policy, culture, or moral values are/may have been violated.	-
7	Decide on a date for next meeting	Elysia

MEETING MINUTES

Agenda details:

Time	Topic to be discussed
15minutes	Distribute roles
15minutes	Group Contract
45minutes	Decide on the issue chosen for Assignment 2
5minutes	Decide next meeting

Action and outcome after meeting:

No	Agenda Item	Presenter	Action/Outcomes	Deadline
1	Agree and finalise the group contract	Jin Ruo	- Nothing to add to the template - Submit group contract	28/4
2	Decide on issue to use from A1	Elysia	-Finalized issue: Attention Engineering -Topic: Solution to the Ethical Issues in the Technology of Attention Engineering	28/4
3	Who should create agenda + meeting from now on	Jin Ruo	Anyone who has a problem to discuss will add it to agenda and present during next meeting.	28/4
4	Decide on a team leader	Qian Xin	Jin Ruo	28/4
5	Set a problem statement.		Adjourned	
6	Discuss briefly and identify the people negatively impacted. Include possible policy, culture, or moral values are/may have been violated.		Adjourned	
7	Decide on a date for next meeting	Elysia	-on Zoom -date TBC, updates to be relayed through WhatsApp	28/4

Meeting Agenda and Minutes

Location: Monash Malaysia Idea Link Level 3

Date: 02-05-2023

Time: 11 a.m. – 1 p.m.

MEETING AGENDA

Invited participants:

1. Jia Xuan
2. Jin Ruo
3. Qian Xin
4. Elysia
5. Kylie
6. Zhi Ming
7. Eng Han

Meeting objectives:

1. Identify problem
2. Analyze violated ACM code
3. Glance through guiding principles

Agenda details:

No.	Agenda Item	Owner
1	Identify problem	Jin Ruo
2	Extract and gather information on ethical issues involved	Jin Ruo
3	Analyze which ACM Code of Ethics has been violated.	Jin Ruo
4	Using ethical theories as guiding principles	Jin Ruo

MEETING MINUTES

Agenda details:

Time	Topic to be discussed
20 minutes	Identify problem for our topic
30 minutes	Gather information on ethical issues
30 minutes	Analyze the ACM code violated
5 minutes	Decide next meeting

No	Agenda Item	Owner	Action/Outcomes	Deadline
1	Identify problem	Jin Ruo	<ul style="list-style-type: none">- Discussed and identified the people negatively impacted. Including possible policy, culture, or moral values are/may have been violated.- Problems identified:<ol style="list-style-type: none">1. Privacy2. Confidentiality3. Legal4. Social	2/5
2	Extract and gather information on ethical issues involved	Jin Ruo	<ul style="list-style-type: none">- Gathered information online for ethical issues relating to the problems identified.	2/5
3	Analyze which ACM Code of Ethics that has been violated.		<ul style="list-style-type: none">- 4 ACM Code of Ethics related to the problem.- 1.2 Avoid harm.- 1.6 Respect privacy.- 1.7 Honor confidentiality.- 2.9 Design and implement systems that are robustly and usably secure.	
4	Using ethical theories as guiding principles		<ul style="list-style-type: none">- Allocate workload (working in pairs of 2/3 to related the ACM Code of	

			Ethics to the three ethical theories)	
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Meeting Agenda and Minutes

Location: Online (Zoom)

Date: 04-05-2023

Time: 8 p.m. – 9 p.m.

MEETING AGENDA

Invited participants:

1. Jia Xuan
2. Jin Ruo
3. Qian Xin
4. Elysia
5. Kylie
6. Zhi Ming
7. Eng Han

Meeting objectives:

- 1 Ideation part
- 2 Analyze ACM code
- 3 Glances through guiding principles

Agenda details:

No.	Agenda Item	Owner
1	Ideate solutions to Attention Engineering	Jin Ruo
2	Figure out which solutions fall into which general principle	Jin Ruo
3	Analyze which ACM Code of Ethics that has been violated.	Jin Ruo
4	Using ethical theories as guiding principles	Jin Ruo

MEETING MINUTES

Agenda details:

Time	Topic to be discussed
30 minutes	Ideate solution of attention engineering
30 minutes	Analyse which ACM code violated
20 minutes	Guiding principals
5 minutes	Distribute workload of methodology

No.	Agenda Item	Owner	Action/Outcomes	Deadline
1	Generate ideas to solve Attention Engineering	Jin Ruo	- Generated 15 ideas to solve the problem of Attention Engineering	4/5
2	Classify the ACM principles into general principles	Jin Ruo	- To classify during free time	7/5
3	Filter out the ideas that will not be used	Jin Ruo	- Filtered away the ideas that we won't be able to find references to	4/5

Meeting Agenda and Minutes

Location: Online (Zoom)

Date: 07-05-2023

Time: 8 p.m. – 9 p.m.

MEETING AGENDA

Invited participants:

1. Jia Xuan
2. Jin Ruo
3. Qian Xin
4. Elysia
5. Kylie
6. Zhi Ming
7. Eng Han

Meeting objectives:

- 1 Deliberation part
- 2 Discuss ethical concerns of attention engineering
- 3 finalize the main solution

Agenda details:

No.	Agenda Item	Owner
1	Generate ideas to be agreed to be used to deliberate upon	Jin Ruo
2	Lay out ideas and scenarios about ethical concerns of attention engineering and relate to the main solution	Jin Ruo
3	Finalise the main solution to be used	Jin Ruo
4	Relating 4 deliberation topics to the main solution we chose	Jin Ruo
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MEETING MINUTES

Agenda details:

Time	Topic to be discussed
30 minutes	Ideas for deliberate
15 minutes	Ethical concern scenario
15 minutes	Finalize main solution and relating deliberation topics

No.	Agenda Item	Owner	Action/Outcomes	Deadline
1	Generate ideas to be agreed to be used to deliberate upon	Jin Ruo	- Generated 5 ideas	7/5
2	Lay out ideas and scenarios about ethical concerns of attention engineering and relate to the main solution	Jin Ruo	- Grouped the scenarios based on their relation to the topic and will be used to relate to the main solution	7/5
3	Finalise the main solution to be used	Jin Ruo	- Selected one main solution for the topic – transparency	7/5

4	Relating 4 deliberation topics to the main solution we chose	Jin Ruo	Generated a few ideas on how transparency relates to the 4 deliberation subtopics and agreed upon 2 – reliability and safety, privacy protection and security	7/5
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Meeting Agenda and Minutes

Location: Monash Malaysia Idea Link Level 3

Date: 09-05-2023

Time: 11 am - 1 pm

MEETING AGENDA

Invited participants:

1. Jia Xuan
2. Jin Ruo
3. Qian Xin
4. Elysia
5. Kylie
6. Zhi Ming
7. Eng Han

Meeting objectives:

- 1 Create flow chart
- 2 Implement features to solve problem
- 3 Discuss pros and cons of the features

Agenda details:

No.	Agenda Item	Owner
1	Develop the flow chart for proposed solution	Jin Ruo
2	Implement Features to solve the problem	Jin Ruo
3	Pros and cons of the features	Jin Ruo
4	Delegate task	Jin Ruo

MEETING MINUTES

Agenda details:

Time	Topic to be discussed
25 minutes	Flow Chart
45 minutes	Discuss features link to flow chart
30 minutes	Pros and cons
5 minutes	Delegate task on proposed solution

No.	Agenda Item	Owner	Action/Outcomes	Deadline
1	Develop the flow chart for proposed solution	Jin Ruo	-Generated 2 flow chart after and before features implement	09-05-2023
2	Implement Features to solve the problem	Jin Ruo	-3 features implemented	09-05-2023
3	Pros and cons of the features	Jin Ruo	-listed down for all pros and cons of the features	09-05-2023
4	Delegate task	Jin Ruo	-Propose solution split to 3 parts	09-05-2023