| Team Meeting | Date: 04.09.2025Time: 1:13 PMLocation: CKB 226 |
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| Meeting called by: | Andrew Galella | Type of meeting: | Initialization Meeting |
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| Facilitator: | Andrew Galella | Note taker: | Andrew Galella |
| Timekeeper: | Andrew Galella |  |  |

| Attendees: | Josh Marquez, Judrianne Mahigne, Mohsin Imtiaz, Andrew Galella |
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| Please read: | Communications about meeting time and place, notes on project topic. |
| Please bring: | Laptops |

# Minutes

| Agenda item: | Determine requirements and approach | Presenter: | Full team discussion |
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#### Discussion:

There are a few different ways to interpret this project’s end goal. How exactly we argue the policies will depend on the perspectives we take. It may make sense to create a document toward the latter half of the timeframe to compile all research together. We should probably aim for four perspectives so that each member has something to talk in-depth about on presentation day.

#### Conclusions:

It appears there are four general perspectives we would like to cover from a policy standpoint: GenAI personal data security (for cybercrime), GenAI personal data security (being trained on PII), GenAI time and premises boundaries in the workplace, limitation on usage of GenAI in situations that require human action.

**No Action Items Required for this Item.**

| Agenda item: | Splitting up roles to team members | Presenter: | Full team discussion |
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#### Discussion:

We need to determine who will take care of each of the four perspectives on this issue. Each person will likely take what they thought extensively about during the discussion. Jude and Andrew discussed a lot about security and usage implications for GenAI, and as a result, were comfortable with covering the security focuses. Josh brought up the idea of limiting dependency on AI in professions, especially those like healthcare that require human action and interpretation; thus Josh stuck with this point. Mohsin chose to take the perspective addressing time and location boundaries for AI usage.

#### Conclusions:

Andrew will cover the point of GenAI personal data usage in training an AI model, Mohsin will cover GenAI time and location boundaries for the workplace, Josh will cover the limitations on AI use in situations that still require human action, and Jude will cover GenAI policies to prevent and punish cybercrime.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Minimum ½-1 page of research, 3 sources, and thoughts on acquired information and how to relate them to the overall project. | All members | 04.16.2025 |
| * Completion of research in each perspective. | All members | 04.23.2025 |

| Agenda item: | Housekeeping | Presenter: | Full Team Discussion |
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#### Discussion:

We will need to set up a GitHub to store our meeting minutes, updates of personal research documents, and updates of main proposal and presentation.

#### Conclusions:

Josh will handle setup and communication of the GitHub to Professor Vaish. Andrew will finish the meeting minutes for the 04.09.2025 meeting and submit them to the GitHub repository. Jude will handle the meeting minutes for next week’s meeting, which will take place on 04.16.2025.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Setup of GitHub and communication of the repository to Professor Vaish | Josh Vasquez | 04.09.2025  (end of day) |
| * Completion of meeting minutes for the week of 04.09.2025 and upload to the GitHub repository. | Andrew Galella | 04.09.2025  (end of day) |
| * Planning for leadership and direction of the next meeting. | Judrianne Mahigne | 04.16.2025 |

# Other Information

#### Observers:

None.

#### Resources:

None.

#### Special notes:

None.