University of Dundee

Participant Information Sheet for Users

AI MEETING WIZARD

**University of Dundee School Research Ethics Committee Application/Approval Number:
UOD-SSREC-Module-Comp-2022-001**

Invitation

You are invited to take part in a research project. Before you decide whether or not you would like to participate it is important that you read the information provided below. This will help you to understand why and how the research is being carried out and what participation will involve. Please let the researcher who gave you this information know if anything is unclear or you have any questions.

Who is conducting the research?

This study is being conducted by Lucky Jeagun Daniel (2674115@dundee.ac.uk) in order to fulfil requirements for a MSc degree project within the Discipline of Computing, School of Science and Engineering, University of Dundee. The project is supervised by Dr Brian Pluss (b.pluss@dundee.ac.uk). The project coordinator is Dr Craig Ramsay (cdramsay@dundee.ac.uk).

Who is funding the research?

This is non-funded research taking place as part of a Masters degree project at the University of Dundee.

What is the purpose of the research?

The purpose of the research is to develop and evaluate an intelligent system, named "Ally," which will automate burdensome post-meeting administrative tasks and convert unstructured meeting content into actionable intelligence.

This study addresses the common problem of lost productivity stemming from the manual work required after meetings, such as transcription, summarization, and follow-up tracking. The central aim is to streamline this entire process through a single web application. Key objectives include leveraging AI models for accurate transcription and summarization, automatically identifying and logging action items, and implementing an innovative reminder system where tasks can be updated directly from an email notification, thus creating a seamless accountability loop.

Why have I been invited to take part?

You have been invited to take part to help us to ascertain the potential features for this system and to evaluate its effectiveness.

Do I have to take part?

No, taking part is voluntary. If you choose not to take part it will not disadvantage you or the study in any way. You may decide to withdraw from the study at any time without explanation and without penalty. If you decide to withdraw from the study, note that no personal data is collected from you and your answers

are anonymous and cannot be identifiable to you. Even if you don't withdraw from the study, you do not have to answer all questions or complete all tasks that are presented to you.

What will happen if I take part?

There are three possible stages at which you may be able to take part in the research. You are involved in the Prototype Evaluation stage. This information sheet provides a summary of the stage below and that is what you will be participating in.

Prototype Evaluation Stage. The purpose of this stage is to gather feedback from you regarding a final version or a work-in-progress version of a system under development. You may be presented with system prototypes to review and/or interact with. You may be provided with guided tasks to perform such as logging in to a system or locating features within it. You may be asked to review the general look and feel of the system. Having completed any tasks with the system, the researcher may then wish to ask you questions about your experience which is in the form of an online questionnaire. The questions will usually relate to aspects of usability, ease of use, and your suggestions for what you think works well in the system or areas that need to be improved. The evaluation will be arranged at a time that is convenient for you and will take place online. It is estimated that the evaluation will take between 20 minutes to complete on average.

Please note: we wish to reassure you that throughout all of these stages neither you nor your abilities are being judged or assessed. We value the time that you are taking to help us and we value the data that you are providing which will help us to improve our research. You do not have to answer any questions that you don't want to. You do not have to complete any tasks that don't want to. You may choose to withdraw from the study and any time and without penalty.

Are there any risks in taking part?

There are no expected risks.

What are the possible benefits of taking part?

There are no direct benefits other than being involved in research that may be of interest to you.

Will my taking part in this project be kept confidential?

Yes. No personal data is retrieved and responses from you will be anonymous and will not require identification of who submitted it and it will not be traceable back to you. This ensures that you do not need to exchange any sensitive information when completing questionnaires, etc. One consequence of data being anonymised is that, if you request the researcher to remove the data that has been collected from you, it may no longer be possible to do so because it will not be possible to identify which data is yours.

What will happen to the information I provide?

Since data is anonymised, it would not be possible to tell which data is yours. Any data that is stored will only be utilised by the project researcher and will not be shared with anyone else out with the direct supervisory control of the project. The results of the study may be used in research reports, publications,

and presentations. In this case, the results will be presented as anonymised data and/or anonymous quotes from which participants cannot be identified. It is also common for data to be aggregated so that it relates to all participants as a whole rather than individual participants. Where the data for individual participants is referred to, it will be anonymised as noted above. If you wish to access a copy of the published results, please contact the researcher (contact details provided earlier).

Data Protection

No personal data will be collected and processed in this study. In line with Data protection policy, please use the credentials provided in the survey form to access the website:

Email: uodtester@gmail.com

Password:123456

The University respects your rights and preferences in relation to your data and if you wish to update, access, erase, or limit the use of your information, please let us know by emailing 2674115@dundee.ac.uk. If you wish to complain about the use of your information, please contact the University's Data Protection Officer in the first instance (email: dataprotection@dundee.ac.uk). You may also wish to contact the Information Commissioner's Office (https://ico.org.uk/).

You can find more information about the ways that personal data is used at the University at: https://www.dundee.ac.uk/information-governance/dataprotection/.

Is there someone else I can complain to?

If you wish to complain about the way the research has been conducted please contact the Convener of the University Research Ethics Committee (https://www.dundee.ac.uk/research/ethics/contacts/).

Alternative formats

If you require a copy of the Participant Information Sheet and Consent Form in an alternative format (e.g. large print, Braille) then please notify the researcher (contact details provided previously).