Austin AI Alliance Working Group Charter (Draft)

1. Purpose and Mission

- **Purpose:**
  - To create a structured and efficient process for defining, developing, and proposing AI projects and initiatives that align with the goals of the Austin AI Alliance.
  - To leverage AI to generate organizational structures and deliverables, ensuring timely and effective project execution.
- **Mission Statement:**
  - "Empowering AI projects to thrive through structured processes and collaborative efforts."

2. Projects and Initiatives Definition

- **Projects:**
  - **Definition:**
    - Projects are efforts with a clear start and end point, requiring defined resources, funds, and talent. They are designed to achieve specific, tangible outcomes that can be promoted and showcased on the Austin AI Alliance website.
  - **Characteristics:**
    - **Sponsored:** Typically sponsored by companies or organizations, providing financial support and other necessary resources.
    - **Goals:** Aimed at delivering concrete results, products, or advancements in the field of AI.
    - **Visibility:** Results of completed projects will be highlighted and promoted to demonstrate the impact and achievements of the Austin AI Alliance.
- **Initiatives:**
  - **Definition:**
    - Initiatives are efforts that may be short-lived or long-term, primarily aimed at building the systems, processes, or brand of the Austin AI Alliance. They focus on community support and internal development to enhance the Alliance's capabilities and outreach.
  - **Characteristics:**
    - **Supportive:** These efforts support the community and the Austin AI Alliance directly, contributing to the organization's growth and reputation.
    - **Flexibility:** Can range in duration and scope, adapting to the needs of the community and the Alliance.
    - **Internal Focus:** While they may benefit the broader AI community, the primary goal is to strengthen the internal structure and brand of the Alliance.

3. Scope and Deliverables

- **Scope:**
  - Address all stages of project/initiative development from ideation to execution.
  - Exclude unrelated administrative tasks and non-AI related initiatives.
- **Deliverables:**
  - Process flows, data templates, activity checklists, board points, roles and responsibilities documents, communication plans, next steps outlines, backlog items, timelines, schedules, and updated operating procedures.

4. Roles and Responsibilities

- **Core Team:**
  - Project Lead: Oversees project planning and execution.
  - Coordinator: Manages communication and meeting schedules.
- **Members:**
  - Participate in discussions, contribute to deliverables, and provide feedback.
- **Stakeholders:**
  - Provide input and support for project initiatives.

5. Process and Workflow

- **Ideation Stage:**
  - Submit proposals through a defined Google Form.
  - Preliminary review by the board.
  - Provide feedback and approval.
- **Planning and Execution:**
  - Develop detailed project plans.
  - Conduct final review and approval by the board. (Ensure Resources are available.)
  - Execute and monitor projects.
- **Feedback and Review:**
  - Regular status updates and milestone reviews.
  - Final project review and documentation of lessons learned.

6. Meetings and Communication

- **Monthly Meeting Schedule:**
  - First meeting for Month: 2nd week of the month.
  - Second meeting for Month: 4th Wednesday of the month.
- **Meeting Agendas:**
  - First Hour: Review submitted projects and provide feedback.
  - Second Hour: Review new project plans and status reports.
- **Communication Plan:**
  - Regular updates through newsletters and emails.
  - Monthly communications to all members and monthly updates to the board.

7. Behavior and Expectations for Membership

- **Professionalism:**
  - Conduct yourself professionally in all meetings and interactions.
- **Discussion Etiquette:**
  - Avoid dominating discussions; allow others to speak.
  - Refrain from disruptive behaviors, such as trying to look smarter than others.
  - Use the backlog for issues not on the agenda. (No Agenda Averting Discussions)
  - When large amount of effort is required, detailed discussions on each item on the document should be deferred to an edited document that all can review.
    - Expected Input – Keep the item? Update on the spot (no dislikes without solutions, etc.)
- **Mantras and Guidelines:**
  - Focus on the Minimum Viable Process and Least Impact to the Board.
  - Trust AI decisions and allow flexibility in process adjustments.

8. Knowledge and Skills Requirements

- **Member AI Proficiency:**
  - Maintain at least one paid subscription to an AI model (e.g., ChatGPT or Gemini).
  - Regularly use AI tools several times a week.
  - Have vested interest in the success of an AI Project or Initiative.

- **Core Member AI Proficiency:**
  - Must Have: Extensive Use of AI Chatbot with Paid Subscription to an AI.
  - Must Have: Be an advocate for AI and have an understanding of how it works, not Skeptic.
  - Must Have: Have training in AI Prompt Engineering or seeking for such training.

- **Other Association knowledge:**
  - All associations members are welcome, as well as the ideas and processes from other groups are welcome.
  - The Austin AI Alliance, based on the objectives of the Alliance, reserves the right to overload a term or re-define a term used by another group, association or internet to assist and help facilitate the growth and distribution of the AAIA efforts.

9. Governance and Decision-Making

- **Board Review:**
  - Board reviews and approves key project/initiative decisions.
- **Decision-Making:**
  - Decisions which are to be brought to the board are made through majority vote of the core team, the wider membership will be able to comment on the proposed decisions.

10. Next Steps and Backlog

- **Next Steps:**
  - Review detailed processes with the working group.
  - Plan and assign deliverables.
- **Backlog:**
  - Maintain a list of potential improvements and future projects.