

Meeting Summary for St. Joseph County AI Task Force - June 19, 2024

Meeting Start Time: 8:00 AM

Recording: The meeting was officially recorded.

1. Introduction and Recording Setup:

- The meeting was called to order at 8:00 AM.
- The task force decided to implement a survey for staff about AI usage.

2. Discussion on AI Transcription Tools:

- TurboScribe AI is used to transcribe MP3 recordings into text. The software costs \$20 per month and takes about 10 minutes to transcribe a one-hour meeting.
- TurboScribe AI can recognize different speakers, which is beneficial for detailed meeting minutes.

3. Utilization of ChatGPT for Meeting Summaries and Minutes:

- Demonstrated how to upload meeting transcripts and agendas into ChatGPT for summarizing meetings.
- Emphasized the importance of a good agenda to get accurate post-meeting summaries.
- Discussed using ChatGPT to generate both detailed meeting summaries and concise minutes.
- Highlighted the potential of ChatGPT in public meetings, with considerations for public access to transcripts.

4. Customizing ChatGPT for Professional Use:

- Explained how to set up custom instructions in ChatGPT to tailor responses based on user background and preferences.
- Demonstrated customization options, such as setting response length, formality, and specific voice or style (e.g., professional, conversational).
- Introduced features like memory updates, where ChatGPT can remember user-specific details for tailored responses in future interactions.
- Encouraged attendees to create their own custom GPTs to streamline specific departmental tasks.

5. Upcoming Tasks and Next Steps:

- Attendees were encouraged to explore creating custom GPTs tailored to their departmental needs, such as HR tools or contract analysis.

- Plans to develop a web-based AI chatbot for public and staff use were discussed.
- Next week's agenda will focus on refining the use of custom GPTs and integrating them into daily workflows.
- Attendees were asked to bring their laptops for a hands-on session in the next meeting.

Closing Remarks:

- The meeting concluded five minutes early.
- Attendees were encouraged to experiment with AI tools and submit any additional topics they wish to cover in the next meeting.

Next Meeting:

- Date and time of the next meeting were confirmed.
- Focus on practical applications and further customization of ChatGPT and other AI tools.

Action Items:

- Complete and distribute the AI usage survey to staff.
- Experiment with TurboScribe AI and ChatGPT for meeting transcription and summarization.
- Prepare for a hands-on session with custom GPTs in the next meeting.