



What is an AI Notetaker?

AI notetaker apps such as Google Meet AI, Zoom's AI Companion, Read.ai, or Otter.ai use artificial intelligence to record, transcribe, and summarize meetings. Review the chart below to determine when to use an AI notetaker app.

Best Practices When Using AI Notetaker Apps

- Inform participants and obtain explicit consent before using AI tools in a meeting.
 - If a participant objects to the use of an AI notetaker, do not ignore the concern.
 - For small meetings (e.g., 1:1 or small groups), work with participants to agree on an alternative note-taking approach.
 - For larger meetings, where AI notetaking is an established group norm or broadly accepted, the meeting may proceed. However, the host should acknowledge the concern and offer reasonable alternatives (for example, sharing notes after the meeting, allowing participants to limit participation, or providing a way to contribute outside the recorded session).
 - Be mindful of MESD's commitment to inclusive participation and ensure that the use of AI tools does not unintentionally exclude important perspectives.
- Confirm the AI tool is approved for data privacy protections and standards.
- If you are the host, double check notes for accuracy.
- AI-recorded notes must be stored and saved in Email or Google Drive for retention purposes and are subject to Oregon Public Records law.
 - Please ensure meeting notes file name conventions are followed:
"name_of_the_meeting_date"
 - Make sure to use underscore between words.



AI Notetaker Guidance

AI Notetaker Tools

Approved Tools	Unapproved Tools*	
Zoom AI Companion Google Meet AI	Otter.ai Read.ai Supernormal Tactiq Fireflies Avoma	tl;dv Equal Time Rewatch Nyota Fellow Fathom
	*Anything not listed in the “Approved Tools” section	

Determining When to Use AI Notetaker Apps

Appropriate to Use AI Notetaking Apps	Inappropriate to Use AI Notetaking Apps
Routine Meetings AI notetaking is appropriate during recurring internal meetings where topics are general to ESD & district work.	Confidential Meetings Not suitable for meetings involving students, staff issues, legal discussions, or other data that must remain confidential.
Brainstorming Sessions Useful for capturing a wide range of ideas and ensuring no contributions are missed.	Private Conversations It is inappropriate for 1:1 conversations where participants expect confidentiality or personal trust.
Training Sessions Effective for summarizing learning points, tracking questions, and sharing highlights from publicly available sessions.	Personnel Discussions Not suitable for meetings discussing employee performance, terminations, or grievances.
Project Updates It helps document progress and tasks in team updates or status meetings.	Legal or Compliance Meetings It should not be used when strict regulatory or compliance rules govern meeting data handling.
Accommodations AI notetaking can be utilized for transcription to enhance accessibility.	Meetings You Cannot Attend Do not use it in place of a meeting you cannot attend.