USING AI IN MEETINGS GUIDELINES

UNIVERSITY OF South Carolina

Division of Information Technology

PURPOSE:

USC encourages the thoughtful use of AI tools like Teams Premium and Zoom AI to support inclusive, transparent meetings.

AI: Artificial Intelligence

BEST PRACTICES

Before the Meeting:

- Inform participants of AI tools being used by noting them in the meeting agenda
- Ensure at least one Teams Premium user is present if transcription will be enabled
- Third-party AI assistants (including vendor-provided note-taking bots) are not recommended

Recording:

- Record intentionally, not automatically
- Announce at the start
- Share only with invitees unless all consent
- Remember FOIA applies

Transcription:

- Use only when valuable for recordkeeping
- Review for accuracy before sharing
- Limit access to original attendees

Summarization:

- Helpful for to-dos and follow-ups
- Avoid auto-summarization
- Review and verify content
- Respect participant consent and FOIA

Always respect participant preferences. If someone objects to recording or transcription, discuss options or pause AI features.

Compliance & Accessibility

- Follow IT 3.00 Information Security and IT 5.00 Digital Accessibility Policies
- Maintain Data Policies: UNIV 1.51 and UNIV 1.52

Revision History: November 10, 2025: Guideline Updated|September 5, 2024: New guideline created