

Transcript | Skills Lab: AI for Meeting Management

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00:00:12.060 --> 00:00:31.659

Victoria Pallois: Hello, hello! Welcome all to this new edition of AI Skills Lab. I will wait until everybody joins us, but we are here today to discuss AI for meeting management. I can see many of you are still joining. It's fantastic to have you all join our AI Skills Lab.

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00:00:32.070 --> 00:00:45.550

Victoria Pallois: So, this month, we're talking about AI for meeting management. My name is Victoria, and I'm an event producer here at Apolitical. It would be great to hear from you all where you're joining us from, so please do post in the chat.

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00:00:45.550 --> 00:00:55.449

Victoria Pallois: Where you're joining from, what organization you work for, and the very small technical notes that some of your messages might come through host and panelist only.

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00:00:55.450 --> 00:01:05.910

Victoria Pallois: due to Zoom's default settings. So if you want to send a message to all of us here today, please do share to everyone from the blue drop-down menu in the Zoom chat.

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00:01:06.920 --> 00:01:22.599

Victoria Pallois: So, today, we're looking at tackling one of the most common time drains in the working week... meetings. More specifically, how to use AI to handle the admin that surrounds them. The agendas, the notes, the action items, and the follow-ups.

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00:01:22.970 --> 00:01:32.469

Victoria Pallois: For those of you who may be joining us for the first time, welcome! Apolitical is the world's largest community of, sorry.

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00:01:32.840 --> 00:01:51.180

Victoria Pallois: I'm gonna start again. Avolitical is the world's largest community to government, used by half a million public servants and policymakers across 170 countries. We're providing governments with the tools, the skills, and the networks to become more effective and tech-enabled organizations.

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00:01:51.180 --> 00:02:00.619

Victoria Pallois: I can see so many introductions in the chat, that's great. So we can have... we have people coming from Canada, Quebec, oh, Surrey County Council.

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00:02:00.620 --> 00:02:20.440

Victoria Pallois: And Washington, north of Seattle, so state of Washington. Welcome, everybody. Somebody from Albania, that's amazing! Others from the UK, throughout the UK. And Geneva, welcome! I like this, great variety of, governments. Welcome, everybody.

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00:02:20.530 --> 00:02:39.729

Victoria Pallois: So, today's session is going to be a compact 30-minute, tightly focused on building your AI skills for meeting management. We know that as public servants, you are likely short of time, and we want these events to suit your learning needs and work with your busy schedules. We're going to get into the presentation very shortly.

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00:02:39.780 --> 00:03:02.170

Victoria Pallois: But just before we do so, we're thrilled to extend an invitation to join 30,000 of your peers in public service from across the globe in the AI in government community. This is an online-only community to share conversations, insights, ideas, and resources on the use of AI in government through connection and conversation with peers.

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00:03:02.290 --> 00:03:10.519

Victoria Pallois: across the globe. And this is a place regardless of whether you consider yourself an AI expert or an AI novice.

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00:03:10.920 --> 00:03:17.820

Victoria Pallois: The link is in the resources tab at the bottom of your screen, and my colleague is also posting it in the chat right now.

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00:03:18.050 --> 00:03:30.320

Victoria Pallois: So I can see many more introductions in the chat, that's amazing. A lot of our colleagues from Nottingham, Alberta, Ottawa, oh, Birmingham, fantastic!

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00:03:30.400 --> 00:03:40.930

Victoria Pallois: Well, and final technical notes before we go into today's session. This event is recorded for on-demand viewing on the Apolitical website. Please don't record it yourself.

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00:03:41.170 --> 00:03:45.749

Victoria Pallois: Contact details for privacy concerns are in the apolitical homepage footer.

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00:03:46.030 --> 00:03:57.039

Victoria Pallois: Closed captions are available in your own language, and can be toggled on or off in your screen settings, and my colleague will post the instructions to follow in the chat.

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00:03:57.850 --> 00:04:13.470

Victoria Pallois: So before we introduce our fantastic speaker, we are going to run one quick poll to inform our future learning. So this poll is about how long does it typically take to pull together comparative

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00:04:13.930 --> 00:04:18.479

Victoria Pallois: National and International Evidence for New Piece of Work.

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00:04:18.779 --> 00:04:35.070

Victoria Pallois: I'm just gonna let it there. This will inform our future learning. But now, we are turning to the main event. It's my... well, it's my pleasure to welcome Jaina, our speaker for today. Jaina Mystery is the Senior Program Delivery Manager at Apolitical.

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00:04:35.070 --> 00:04:45.069

Victoria Pallois: She connects teams across the organization to drive the effective and efficient delivery of new features and learning programs to government learners around the world.

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00:04:45.130 --> 00:04:52.170

Victoria Pallois: You can read her full bio by visiting the Resources tab at the bottom of your screen, and heading to the Speakers section.

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00:04:52.340 --> 00:05:09.340

Victoria Pallois: Jaina, it's a pleasure to have you today. I will hand over to you for the next 15 minutes before a very short Q&A, so attendees, please don't forget to submit your questions for Jaina in the Q&A tab during her presentation. Jaina, the floor is yours. Welcome!

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00:05:10.880 --> 00:05:28.039

Jayna Mistry: Thank you so much, Natalia. It is Natalia? Who's Natalia? Thank you so much, Victoria, and hello, everyone. It's so great to see all of you from all over the world, quite literally. We have, as Victoria's already said.

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00:05:28.040 --> 00:05:32.720

Jayna Mistry: A very short session ahead of us, so let's get straight into it.

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Jayna Mistry: AI for Meeting Management.

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00:05:36.100 --> 00:05:52.289

Jayna Mistry: So, by the end of this session, you will have the prompts and techniques to save time on every single meeting that you run. Firstly, you'll have a short set of prompts that will handle all of your meeting preparation in as little as 30 seconds.

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00:05:52.300 --> 00:05:59.269

Jayna Mistry: That can include the agenda, briefing notes, discussion questions, all in one go.

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00:05:59.960 --> 00:06:08.080

Jayna Mistry: Secondly, a method for turning any meeting, whether it's recorded or not, into structured notes and clear actions.

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00:06:08.100 --> 00:06:23.170

Jayna Mistry: As I said, you're joining from all the way around the world, but also different departments as well, and each of you will no doubt have different AI policies within each department, so we'll be able... I'll share techniques to adapt to your ways of working.

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00:06:23.590 --> 00:06:35.089

Jayna Mistry: And finally, a follow-up workflow that takes minutes rather than hours, plus some tips on how to adapt AI to the way that your brain actually works.

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00:06:35.160 --> 00:06:52.130

Jayna Mistry: Because if there's one thing that I personally have learned from using AI for meeting management, it is that there is no single AI workflow that works for everyone. It really is about adapting it to what you know about yourself and how you like to run meetings.

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00:06:52.830 --> 00:07:04.320

Jayna Mistry: So, before I move forward, I'm going to just make a quick note about the tools that I'm going to share. I have created a demo in Claude.

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Jayna Mistry: But I know that across different governments, you may use different tools and techniques, so everything that I am about to show you is tool agnostic. So whether you work with ChatGPT, Copilot, Gemini.

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Jayna Mistry: all of these tools and techniques will, will apply to you. So it's the prompting that matters, and not the tool itself.

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00:07:29.310 --> 00:07:35.789

Jayna Mistry: Next slide. So, for the purposes of the call, as I mentioned, I've created a scenario.

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Jayna Mistry: Entirely hypothetical, and in true Blue Peter style, which frankly, may or may not mean something to you. For those in the UK, you'll know what Blue Peter is, but I have created a, series of...

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00:07:49.730 --> 00:07:52.210

Jayna Mistry: Demos and,

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Jayna Mistry: tools in, to show you ahead of time. So, you'll see a series of, here's ones I made earlier. So...

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Jayna Mistry: The scenario that we're running with, you've got a 45-minute cross-team meeting on Zoom about the rollout of a new, flexible working policy in your government department. Since the pandemic, most teams informally do 2-3 days in the office, but it's applied inconsistently across directorates.

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Jayna Mistry: The Permanent Secretary wants a refreshed policy proposal by the end of June, and the team needs to align the new civil... against the new civil service people plan guidance, which recommends a default-to-yes approach for flexible working requests.

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Jayna Mistry: So, given that scenario, before your meeting, that is really where AI can save the most time. Prepare well for your meeting, and the follow-up actions will flow swiftly after.

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Jayna Mistry: So, what AI can do in preparation?

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Jayna Mistry: I used to spend ages pulling together agendas, thinking through what each person needs to know, working out the right questions to ask. Now you can do this in a series of very, very short prompts.

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Jayna Mistry: So, AI can do everything from drafting your agenda, if you paste your meeting context into the AI tool, it can prepare briefing notes, personalized for each person who's going to attend the meeting, and identifying key questions and risks that you may want to pull into the meeting based on what you know from the context.

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Jayna Mistry: So, I'm just gonna switch over to Claude, hopefully everybody can see that. And I'm just gonna show a very, very top view... top-level view of the prompt that I created earlier for Claude. So, I've set out the context.

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Jayna Mistry: the scenario that I just mentioned, and highlighted the attendees, the individuals.

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Jayna Mistry: What their role title is, and what their role in the entire process in the context of the meeting is.

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Jayna Mistry: A series of objectives, and then, finally, a list of what I want to AI to create at the end of it.

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00:10:13.740 --> 00:10:25.329

Jayna Mistry: Now, you can adapt this to exactly what you need. So, right here, I've got a structured agenda, a tailored briefing note, some discussion questions, and pre-reads or documents.

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00:10:26.280 --> 00:10:31.020

Jayna Mistry: But... what's happened here is Claude is...

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00:10:31.580 --> 00:10:42.510

Jayna Mistry: validated my brief. Excellent. Thank you, Claude. But what I... it's then come back and asked me some questions. So...

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00:10:42.640 --> 00:10:44.770

Jayna Mistry: Wants me to confirm...

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Jayna Mistry: The department size and structure, three grievances, existing IT readiness, tiered approach, union representation. So, I've responded to those questions, directly. Those were some initial questions from Claude.

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00:10:59.840 --> 00:11:14.729

Jayna Mistry: But then, my recommendation to you is to, first and foremost, meta prompt. So, what that means is asking Claude whether the prompt that you have, or whatever AI tool you use, asking whether

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00:11:14.730 --> 00:11:33.230

Jayna Mistry: they've got all the information that they need to be able to create excellent documents. This is a technique that we use, we recommend across the board for prompting, just to verify that the tool has everything that they need, and just to say that the better you prompt, the more effective the outputs.

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00:11:33.830 --> 00:11:45.539

Jayna Mistry: So, it's come back, and I won't go through this line by line, because it's really long, but a whole series of considerations that you might want to think through in more detail, so...

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Jayna Mistry: IT is largely sorted. Sarah should bring a gap analysis. So these are all things that you might want to read through and factor into, your... into your agenda once it's been created.

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00:11:57.770 --> 00:12:03.890

Jayna Mistry: I then just say, no, that's fine, they're useful reflections, and then it goes away and creates the pack.

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00:12:06.230 --> 00:12:07.340

Jayna Mistry: Which...

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00:12:07.510 --> 00:12:20.859

Jayna Mistry: could look something like this. So, like I said, this is everything that I've asked it to, create. So, it's got a meeting agenda, approximate duration, the lead, and some notes.

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00:12:21.750 --> 00:12:31.870

Jayna Mistry: And then it's got individualized briefing notes for each person. So, super helpful, just to give a sense of, seniority, for example.

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00:12:32.410 --> 00:12:35.399

Jayna Mistry: And then, towards the end.

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00:12:35.560 --> 00:12:44.860

Jayna Mistry: I'll just skip here. We've got discussion questions, how essential they are, and suggested pre-reads for each, attendee as well.

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00:12:45.930 --> 00:12:48.449

Jayna Mistry: So that's meeting preparation.

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00:12:50.060 --> 00:13:08.429

Jayna Mistry: moving on to during your meeting. So, at this point, I would like to acknowledge, as I said at the beginning, that different organizations have different policies with regard to

recording meetings. So, what I'm about to show you shares how you leverage AI, whether you're allowed to record your meetings or not.

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00:13:08.430 --> 00:13:21.929

Jayna Mistry: I know there are a few folks here, within the HR admin space, which is obviously very sensitive, so, whether you're capturing meeting notes using transcripts or not, I will cover

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00:13:22.430 --> 00:13:23.660

Jayna Mistry: both bases.

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00:13:24.450 --> 00:13:36.789

Jayna Mistry: So, it is faster, I won't lie, it is faster, and perhaps slightly more accurate, to record the meeting so you can get a full transcript of everything that's said.

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00:13:37.030 --> 00:13:47.219

Jayna Mistry: And afterwards, and I will show you in the Claude chat, how you can upload or paste a transcript from your meeting into the platform.

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00:13:47.290 --> 00:14:00.800

Jayna Mistry: Without a transcript, you can also take rough notes and paste them into the tool as well. So, if you've got a series of bullet points, fragments, shorthand, AI can make sense of all of it and handle the mess.

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00:14:01.540 --> 00:14:16.200

Jayna Mistry: Now, what I would say is adapt it to you. I personally, pre-AI, really struggled with meetings. I struggled to switch focus between a slide deck, a

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00:14:16.200 --> 00:14:23.199

Jayna Mistry: an agenda, and so I would often ask a colleague to take meeting notes for me, so that I could focus on running the meeting itself.

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00:14:23.200 --> 00:14:37.229

Jayna Mistry: So, however you like to run your meetings, especially if you can't use the AI transcript tool, maybe you want to assign it to another colleague, or maybe you're happy taking notes. Either way, whatever works for you.

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00:14:37.800 --> 00:14:45.539

Jayna Mistry: So if I just jump across to, Claude, once it's created the prep pack, which I've just shown you.

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00:14:46.810 --> 00:14:58.099

Jayna Mistry: you can then go ahead and upload your transcript. So this is one that I made earlier, a mock transcript of that very conversation that we had.

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00:14:58.310 --> 00:15:07.069

Jayna Mistry: And then I asked it to, create an executive summary, 3-5 sentences to capture the headlines of the meeting.

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00:15:07.520 --> 00:15:23.009

Jayna Mistry: any key decisions, any action items, what needs to be done, who owns it, and crucially, of course, the deadline, noting that, obviously, the outcomes for this need to be... this scenario needs to be shared in June, so timelines are quite tight.

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00:15:23.160 --> 00:15:30.710

Jayna Mistry: And separating new actions from, existing actions. Plus, any open questions.

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00:15:30.810 --> 00:15:46.810

Jayna Mistry: As well as a follow-up email to everybody in the group, and any risks that were surfaced in the meeting. So that's both explicit risks and anything that the AI detects as a potential risk in this scenario.

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00:15:49.300 --> 00:15:54.500

Jayna Mistry: So, from there, It has created a Word document.

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00:15:55.280 --> 00:15:59.869

Jayna Mistry: And, if I can... skip over.

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00:16:01.240 --> 00:16:17.339

Jayna Mistry: it has created a post-meeting pack as well. So, as requested, an executive summary pulling out any key points, like a significant IT dependency of approximately £340,000,

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00:16:17.340 --> 00:16:21.429

Jayna Mistry: Obviously, a consideration for financial sign-off.

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00:16:21.690 --> 00:16:32.319

Jayna Mistry: Then we've got key decisions made, and you'll notice that this aligns to the, discussion questions in the original document.

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00:16:33.650 --> 00:16:42.269

Jayna Mistry: We've got action items, for whom, the action, the deadline, and any notes, which is very useful for any follow-up meetings.

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00:16:42.550 --> 00:16:45.000

Jayna Mistry: Any pre-existing questions?

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00:16:45.280 --> 00:16:51.579

Jayna Mistry: Open questions, and hopefully, a follow-up email to everybody in the group.

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00:16:52.910 --> 00:16:54.800

Jayna Mistry: And at the end, risks.

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00:16:55.200 --> 00:17:04.339

Jayna Mistry: Now, what's important, as with any AI tool, is to note that when you're looking through any documents, anything that AI pulls out.

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00:17:04.369 --> 00:17:15.930

Jayna Mistry: you need to apply your own brain and your own understanding of the context. So, it could well be that, actually, for this \$340K hardware budget.

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00:17:15.960 --> 00:17:24.509

Jayna Mistry: Actually, you may know that there is a pot of money set aside for that already, so you may want to downgrade that from high risk to low risk.

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00:17:25.250 --> 00:17:30.179

Jayna Mistry: what a previous colleague of mine once described AI as

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00:17:30.340 --> 00:17:49.750

Jayna Mistry: and I probably shouldn't say this if AI's listening, but a useful idiot. And so what you may want... what you absolutely should do is take a look through these notes and make sure that everything aligns with the reality that you're expecting. AI does hallucinate, it does make things up, so make sure that

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00:17:49.750 --> 00:17:52.739

Jayna Mistry: Everything is accurate before you send it out.

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00:17:58.690 --> 00:18:01.179

Jayna Mistry: Okie dokie, let's move back to the slides.

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00:18:01.950 --> 00:18:19.939

Jayna Mistry: So, after your meeting, turning messy conversations into clear actions. We've just been through all of this. So, closing the loop, this really is huge time saver. This can all happen in around 2 minutes. So, structured summaries, agreed actions, questions, an action tracker.

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00:18:19.940 --> 00:18:22.639

Jayna Mistry: And a follow-up email ready for you to send.

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00:18:22.640 --> 00:18:47.379

Jayna Mistry: Now, these are just some, some suggestions for the purposes of this demo, but in any context, you can add additional assets that you know. For example, yesterday, I ran a meeting, and I knew that our CEO wanted an exec summary and a one-pager on exactly where we're at with the project, and she has a preferred structure for that, so I am

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00:18:47.380 --> 00:18:52.390

Jayna Mistry: put, various meeting transcripts into that and created a one-pager.

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00:18:52.460 --> 00:19:02.519

Jayna Mistry: adapt it to you. These are not firm, it can do pretty much anything you want it to do if you give it, direct instructions.

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00:19:03.980 --> 00:19:17.289

Jayna Mistry: So, moving on. Three key tips to take away for accuracy and best practice. If you start to build these habits into your meetings now, you can get the most out of AI for your meetings.

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00:19:17.620 --> 00:19:36.500

Jayna Mistry: So, as I've mentioned already, adapt to your brain, choose the workflow that fits how you think. I personally cannot take notes, I can't switch focus, so I find AI transcript tools really helpful as a note, of everything that's verbatim been said.

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00:19:36.690 --> 00:19:42.949

Jayna Mistry: You may want someone to take notes for you, you may want to take them yourself, whatever works for you.

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00:19:43.400 --> 00:19:51.860

Jayna Mistry: Second, always, always, always review. AI-generated minutes are a first draft, not the final record.

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00:19:51.860 --> 00:19:58.949

Jayna Mistry: So, before you distribute any internal documents, send any emails, make sure you spend a couple of minutes

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00:19:58.950 --> 00:20:17.599

Jayna Mistry: checking facts, names. One of our colleagues is often shortened to LOL. Don't know what that says about his personality, but there you go. It's not correct. So make sure that all of those bits are ironed out, before you send anything internally.

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00:20:18.250 --> 00:20:22.750

Jayna Mistry: And also, the more context you give, the better the output.

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00:20:23.000 --> 00:20:36.120

Jayna Mistry: it may feel like the first couple of times that you do this, that you may be spending more time, prompting an AI than just setting up your own agenda or pre-meeting notes.

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00:20:36.120 --> 00:20:49.710

Jayna Mistry: But the more that you build that muscle, the more that you create your own prompts that work for you, the more that you can plug in and play as you move forward. So, the more that you get into the habit of including

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00:20:49.710 --> 00:21:07.890

Jayna Mistry: really detailed context, roles, objectives, any potential conflicts you might see arising in, in your meeting. That will give the AI more, more and more context to, provide you with outputs that are genuinely helpful for you.

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00:21:09.940 --> 00:21:14.930

Jayna Mistry: And one final note from me, privacy and organisational readiness.

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00:21:14.930 --> 00:21:31.779

Jayna Mistry: So, it really is crucial to know when to use AI and when not to. As I mentioned at the top there, sensitive, legal, privilege, classified content, anywhere that you don't have consent to use AI, don't use it. And if in doubt.

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00:21:31.860 --> 00:21:33.210

Jayna Mistry: Leave it out.

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00:21:34.120 --> 00:21:47.499

Jayna Mistry: If your organization hasn't approved any AI tools yet, you can still benefit. You can practice writing prompts, you can use AI for non-sensitive cases.

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00:21:47.610 --> 00:22:01.149

Jayna Mistry: Start building the case to use AI in situations like this. Sometimes it's a case of demonstrating how much time is saved so that you can, focus on other things, which leaders always want to hear.

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00:22:01.920 --> 00:22:10.760

Jayna Mistry: So start with low-risk tasks and advocate for a pilot if your organization is earlier on in its AI adoption.

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00:22:11.780 --> 00:22:21.879

Jayna Mistry: And if you do need to use the most private approach, take your own notes, or someone in your team can take notes, and then paste them afterwards.

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00:22:22.120 --> 00:22:26.639

Jayna Mistry: ultimately, you control what goes into the AI tool, so...

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00:22:27.260 --> 00:22:43.249

Jayna Mistry: Live transcription can help, but rough notes are also really beneficial. You can paste them afterwards, and you've got that additional security blanket without all of your, transcript going into, into the ether.

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00:22:44.690 --> 00:22:52.860

Jayna Mistry: So, on that note, I shall pause there and give you a little break from hearing my voice, and I'll hand over for any questions.

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00:22:54.370 --> 00:23:12.479

Victoria Pallois: Thank you, Jaina. That was super interesting. And we have so many questions already. Some of them are about, obviously, the time-saving aspect and the, of this prompting. I would just like to share my own tip, is I have a prompt library of prompts that I recent, like, current...

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00:23:12.480 --> 00:23:32.500

Victoria Pallois: most, often reuse, where it's, like, agenda, and then I put XX, and then I would obviously add whatever I need for this specific prompt. It might also save you time. And we have so many other questions, so please continue submitting in the Q&A tab. Before we go and dive in answering these questions.

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00:23:32.500 --> 00:23:48.470

Victoria Pallois: I wanted to let you know that Jaina has also created a great follow-on resource on today's demo, and it's a prompting cheat sheet based on her demo, with all the prompts that she used, so you can begin implementing your learning right away.

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00:23:48.470 --> 00:24:04.579

Victoria Pallois: So how to receive this cheat sheet? You simply go in the AI in Government community after the event, and leave a comment under the post pinned at the top of the page. We'll send you a resource right after the event, and my colleague is also posting

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00:24:04.580 --> 00:24:11.400

Victoria Pallois: the link to that thread in the chat, so you have everything that you can... you can reuse Janeo's amazing prompts.

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00:24:11.560 --> 00:24:30.449

Victoria Pallois: Okay, let's go to these, questions. We're gonna start by the most upvoted popular question for you, Jaina. So sometimes the exercise of planning is what gives you a good understanding of the meeting. You engage with the meeting, and it develops the empathy with the attendees.

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00:24:30.570 --> 00:24:34.929

Victoria Pallois: How did you avoid losing this in outsourcing to AI?

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00:24:35.800 --> 00:24:43.620

Jayna Mistry: That is a fantastic question. So, where I personally get a lot out of

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00:24:43.700 --> 00:25:01.129

Jayna Mistry: AI and that initial... that very first prompt that I shared is... and you won't have seen that there, but when I include the meeting attendees and their role within a project, I would add their

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00:25:01.250 --> 00:25:13.300

Jayna Mistry: any considerations for them. So, any hesitations, whether they are, already on board with a project, or whether you think they need some convincing. So.

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00:25:13.380 --> 00:25:22.470

Jayna Mistry: like I said within the presentation, the more context you give, the more helpful the outputs, so if you can add in,

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00:25:22.470 --> 00:25:43.480

Jayna Mistry: what you know, because of course AI won't know that. What you know about your colleague, where they can tend to be a bit hesitant to adopt an approach, or take said action, and then the AI will help you build that into your agenda, into your prep.

134

00:25:43.480 --> 00:25:47.670

Jayna Mistry: So... I think...

135

00:25:48.270 --> 00:26:01.219

Jayna Mistry: Ultimately, what I'm saying is AI cannot empathize for you, so if you can input that empathy, that's... that's where you'll get real value from the meeting preparation.

136

00:26:02.510 --> 00:26:07.470

Victoria Pallois: Great, thank you, Dana. Another very popular question is,

137

00:26:07.470 --> 00:26:24.530

Victoria Pallois: Have you done a time comparison for your scenario? As you say, maintaining quality isn't a simple handover to the AI, providing good prompting, proofreading outputs, etc. This all takes time. So is there really a time-saving aspect?

138

00:26:25.500 --> 00:26:42.280

Jayna Mistry: Great question. So I think what I'll do, and full disclosure, I used... I used Claude to actually create the entire presentation, the notes, all of the background demo content that I shared with you.

139

00:26:42.770 --> 00:26:56.080

Jayna Mistry: I have not, I will be completely honest, I have not done a like-the-like analysis, mostly because I don't like doing work twice. But to create the entire presentation, my notes for myself.

140

00:26:56.120 --> 00:27:04.940

Jayna Mistry: And going through all of the, suggested content for this session, it took me around an hour and a half.

141

00:27:05.320 --> 00:27:25.050

Jayna Mistry: So, to set an agenda, create the notes, run it through AI, and have the AI create my presentation for me using AP Political's branding, make edits, any changes, all of that, an hour and a half. So...

142

00:27:25.400 --> 00:27:30.219

Jayna Mistry: that's just one example, but for me personally, I know that that would have taken

143

00:27:30.400 --> 00:27:32.239

Jayna Mistry: Hours, maybe half a day.

144

00:27:34.350 --> 00:27:46.339

Victoria Pallois: Great. Thank you, Jaina. We also have a couple of quite practical questions. So, how can you record and transcribe the meeting if I'm not the organizer and without knowing the others?

145

00:27:46.730 --> 00:27:48.189

Jayna Mistry: Sorry, could you repeat that?

146

00:27:48.190 --> 00:27:58.689

Victoria Pallois: Of course. Am I on mute? No, I'm not on mute. How can you record or transcribe the meeting if you are not the organizer and you do not know the others?

147

00:27:59.770 --> 00:28:05.109

Jayna Mistry: Okay, interesting. So, are we talking a sort of external context, for example?

148

00:28:05.110 --> 00:28:11.930

Victoria Pallois: I'm guessing external, or maybe, let's say, very different department within the... within the civil service.

149

00:28:12.270 --> 00:28:23.459

Jayna Mistry: Okay, I think it is just a simple case of asking the question. Often I'll join a meeting where I am not the owner of the meeting, or I'm not running it.

150

00:28:23.460 --> 00:28:36.140

Jayna Mistry: And often, if I know, for example, that another colleague would be interested, I always just ask and say, you know, my colleague in X department would be really interested in the outcome of this conversation.

151

00:28:36.140 --> 00:28:46.279

Jayna Mistry: Can you please record it? And then, you know, they have the right to say no if, there's a legal sensitivity, for example, but always ask the question.

152

00:28:47.650 --> 00:29:11.709

Victoria Pallois: Thank you, Jaina. Unfortunately, this is all the time we have for today. I know that we've had some unanswered questions, but this is where the community is helpful. So please, I can already see the clapping emojis coming up, but please do give Jaina a big virtual round of applause, and most importantly, thanks to you, the attendees, for taking the time out of your day to invest in your learning.

153

00:29:11.710 --> 00:29:20.760

Victoria Pallois: So, the team is going to pull up a quick poll to see how you felt about today, so please do fill it in, it'll contribute in our, also, future content.

154

00:29:20.850 --> 00:29:39.590

Victoria Pallois: While you're responding to that poll, I wanted to share two more events that you can register for. So we have the next edition of the AI Skills Lab, AI for Project Management. It'll be next month to learn how to use AI to cut through the chaos of project... project admin and keeping your work moving forward.

155

00:29:39.740 --> 00:29:46.840

Victoria Pallois: And also next month, we have another quick 30-minute event. We have How to Prioritize When Everything Feels Urgent.

156

00:29:47.190 --> 00:29:54.369

Victoria Pallois: So please do register to this event, even if you cannot join, as we will send you the recording straight after.

157

00:29:54.650 --> 00:30:14.019

Victoria Pallois: Okay, it's all we have time for today. We hope that you find it really useful and helpful. A huge thank you to Jaina, and to all of you for taking the time out of your busy, busy days. Keep an eye out with the email coming your way, with the recording, the resources. Don't forget to post under my post in the community.

158

00:30:14.020 --> 00:30:19.100

Victoria Pallois: And we hope to see you at another apolitical event very soon. Have a good day!

159

00:30:19.100 --> 00:30:20.080

Victoria Pallois: Bye-bye!

160

00:30:20.330 --> 00:30:21.080
Jayna Mistry: Bye!

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