Meeting Summary

Joint Task Force on Artificial Intelligence
Meeting #4
[Link](#) to Task Force on OLIS

Date/Time	August 30, 10 a.m. - 12 p.m. ([link](#) to recording)
Attendees	Chair Newberry Senator Woods Ameeta Agrawal Reza Alavi Alan Fern Jimmy Godard Jason Kistler Kimberly McCullough Sara Tangdall Sean McSpaden Rose Feliciano; substituting for David Edmonson
Informational Meeting Introductory Remarks	Chair Newberry opened the informational meeting and provided an overview of the meeting agenda.
Informational Meeting Applications Workgroup Report-Out and Discussion	**Applications Workgroup Report** Sean McSpaden gave an overview of the Applications workgroup's progress and referred to documents that LPRO has posted and linked to at the end of this document. The Applications workgroup met on August 19 to identify artificial intelligence (AI) use cases in a variety of fields. The workgroup used ChatGPT to help accelerate their work in identifying the 10 most common terms and definitions by topic area, and they asked the program to describe use cases and information sources to help verify accuracy. Mr. McSpaden noted the draft of the use case document would benefit from expansion with additional program areas and categories. The companion document classifying low- and high-risk use cases shows differentiation between those that could cause concern or require human supervision versus those that operate in a computer-only environment. The workgroup used ChatGPT to assist with this task as well. The workgroup concluded that some foundational AI terms are broad and would have few exceptions, while others have a narrow focus and apply to specific use cases. Some terms exhibit high amounts of variability, and the workgroup examined legislation passed in other states to help highlight nuances in certain terms. The workgroup noted that there was a second tab in the terms and definitions spreadsheet to review.

Informational Meeting	**Workgroup Tasks and Timeline**
Workgroup Tasks and Timeline	Chair Newberry reminded the task force that its final report is due to the Legislature on December 1, 2024, and that a final draft should be complete no later than November 15, 2024, to ensure time for the review and editing process. The Ethics and Methodology/Technology workgroups are directed to review, add to, and update the documents compiled by the Applications workgroup.
	Task force members noted potential overlap in the workload and in the terms and definitions addressed by each workgroup. They also requested clarification on the structure of the final report and wanted to know more about what task force reports look like. Chair Newberry pointed out that law and technology change over time, and that the legislation creating the task force provides minimal guidance on the report format or subject matter to cover.
	Senator Woods co-sponsored the legislation creating the task force ([House Bill 4153 (2024)](#)), and stated a focus was ensuring legislators are using correct and consistent terminology, and that the document the task force creates will likely change going forward. One member mentioned the possibility of asking Legislative Counsel (LC) to provide insight into how LC might use the task force's final work product when drafting AI-related legislation.
Informational Meeting	**Outreach and Engagement Efforts**
Outreach and Engagement Efforts	Chair Newberry noted that in addition to producing a report providing guidance to legislators, another part of the task force's charge is conducting outreach to get additional perspectives and feedback on its work while keeping in mind the effective report deadline of November 15.
	Members discussed the need to determine what kind of feedback the task force would like and noted that reaching out to potential groups and organizations ahead of sending them a survey or feedback request would allow them to budget staff and time to respond more quickly.
	Groups and organizations to target can be found in the Applications workgroup meeting documents, and other workgroups were asked to add to the list. Chair Newberry mentioned he and other members could engage in personal outreach to organizations to help get the word out and solicit survey and feedback responses.
Informational Meeting	**Next Steps**
Closing Remarks	The next task force meetings are tentatively scheduled for September 20; October 11; and November 1. LPRO reminded members to keep quorum and serial communication rules in mind while conducting its work.
	Chair Newberry directed workgroups to:
	• review the meeting materials provided by the Applications workgroup;

- add to the list of potential applications of AI;
- consider definitions in the spreadsheet which should be added or clarified;
- add to the list of organizations the task force should solicit feedback from; and
- consider questions which should be included in a survey to outside organizations, with LPRO sending out the survey at the end of September or beginning of October.

LPRO requested any materials from the workgroups be provided to them by September 18 so the materials can be posted to the [task force website](#) and distributed to members prior to the September 20 task force meeting.

Public Comment	*None*
Meeting Materials	• *[Link](#) to memo: Summary of Application Work Group meeting on August 5, 2024* • *[Link](#) to memo: Summary of Application Workgroup meeting on August 19, 2024 & Follow on Work* • *[Link](#) to spreadsheet: Applications Work Group (Use case examples, general)* • *[Link](#) to memo: Applications Work Group (Use case examples, low and high risk)* • *[Link](#) to memo: Applications Work Group (Terms and definitions)* • *[Link](#) to memo: Applications Work Group (Terms and definitions – subset*