

## Meeting Etiquette for AI Notetakers



With AI notetakers now part of everyday work, it's important to use them responsibly in meetings. This guide highlights key practices, approved tools, and privacy considerations to help staff ensure secure and ethical use of AI for recording and transcription.

### 1. Derbyshire Hosted Meetings

- Copilot 365 and CoPilot Chat are the default and approved AI tools for Derbyshire County Council.
- You must not invite or permit external AI notetakers (e.g. Otter AI, Fireflies etc.) in meetings hosted by Derbyshire County Council.
- The meeting chair is responsible for ensuring attendees are informed that Copilot will be used and for distributing minutes post-meeting.
- If an external attendee objects to the use of Copilot, minutes should be taken manually.

### 2. Attending Externally Hosted Meetings

- Before sharing any sensitive personal information held by the council in an externally hosted meeting where AI notetakers are being used, make sure there is a formal information sharing agreement in place that permits AI notetaking.
- If you are unsure whether there is an agreement in place speak to your line manager
- Exercise your discretion on what is the sensitivity of the data being discussed

- If no agreement exists and sensitive personal information will be discussed during the meeting, you should object to being recorded (including transcription) and notify the meeting organiser of your concerns.

### 3. Other Controls

- [CAPTCHA](#) technology has been implemented to prevent AI bots from joining Teams meetings hosted by Derbyshire County Council.
- Whenever feasible, refrain from distributing meeting links publicly to minimise the risk of unauthorised AI access.

### 4. Staff Empowerment

- If you have suggestions for how AI notetakers could support your role, or if you have any concerns about using AI notetakers in your role, you are encouraged to discuss these with your line manager, who can refer issue to [cst.infogov@derbyshire.gov.uk](mailto:cst.infogov@derbyshire.gov.uk) if necessary.
- Remember, AI technology is continually evolving. Stay informed about updates to policies and developments in this area by reading internal bulletins and newsletters.

Just one more point on etiquette at Teams meetings: whether they involve a AI notetaker or not, , it is good practice to have your camera on, unless you have a good reason not to, and it makes it easier to identify any AI notetaker that may have crept into the meeting. The exception to this specific point is if the meeting has a large number of attendees having all cameras switched on may not be practical.

To read our AI Policy, see Our Derbyshire [\[Artificial intelligence policy\]](#)