

Responsible Artificial Intelligence: Guide to Note-taking



The role of the note-taker

PREPARATION

- Check your equipment (computer connection, computer battery, sound and microphone).
- Become familiar with all the documents delivered
- Explore and become familiar with the *Miro* site (www.miro.com) prior to the online deliberative workshop
- Have a note-taking page open and ready to use on your computer or have a pen/pencil and a large stack of paper/notebook for comfortable and serene note-taking.
- Become familiar with the videoconferencing platform used (*zoom*) for sharing the *Miro* application.

DURING THE DELIBERATION

- The note-taker has a key role in collecting data from the online deliberative workshops. His or her notes are essential for the analysis of the arguments exchanged and for writing the summary sheet after the deliberation.
- The note-taker takes precise notes of the discussion.

Note-taking at two levels

What? The content of the discussion, the arguments put forward, disagreements, consensus, most frequently cited concepts, tensions, group effects, general impression of online deliberation.

Who? Who was involved? Where possible, indicate “who says what” (to identify discussion dynamics). Write down a few sentences that were particularly relevant/highlighted so that it is possible to quote participants.

- S/he should be attentive or attentive to the words of each participant equally (do not favour one word over another and accurately reflect what the participants say).

- The note-taker uses the *Miro* website (www.miro.com) in step 2 of the deliberation, devoted to the identification of ethical issues. During this stage, he/she shares the screen by projecting the *Miro* site to the participants, he/she takes note on post-it notes of the ethical issues cited by the participants, he/she groups the ethical issues by similarities or differences.

AFTER THE DELIBERATION

- The note taker writes the summary sheet with the facilitator.