

ATIS Meeting Notetaking Policy

ATIS is using Artificial Intelligence (AI) notetaking tools in ATIS meetings, including the transcription of spoken discussion, chat, and shared meeting content. These tools assist ATIS staff in their existing responsibilities. ATIS staff remain responsible for reviewing, validating, and finalizing all notes to ensure they accurately reflect the meeting proceedings. The following policy governs the use of AI note taking tools.

Use of Transcripts. AI-developed meeting transcripts are only used by ATIS staff and only for the development of meeting notes. Transcripts and other output of AI notetaking tools will be deleted upon completion of the meeting notes. As explained in ATIS Guidelines for Participation in ATIS Activities, meeting notes are not intended to be verbatim transcripts but rather focus on action items and agreements reached, providing a high-level summary of discussions. The use of AI notetaking tools does not change the fundamental nature of meeting notes.

Notice. Meeting agendas for any meetings in which AI notetaking will occur will include a notice explaining that AI notetaking will occur. Participants also will be notified at the start of a meeting if AI notetaking is in use. Participants will be afforded the opportunity to ask questions or raise objections about AI notetaking prior to its use. If an objection is received, the group will determine by consensus whether to proceed with AI notetaking.

Accuracy & Validation. AI notes and transcripts are tools, not official records; the results of such tools and the translations will not be made available to participants. Meeting notes remain the only official records of ATIS meetings. ATIS staff is responsible for preparing meeting notes based on AI notetaking tools and participants retain the right to ask questions or suggest changes.

Compliance and Governance. Only ATIS staff may use AI-notetaking tools; no other use is permitted. To avoid chilling discussions, AI notetaking will not be used in meetings where sensitive subjects (including but not limited to public policy issues, matters subject to nondisclosure agreements, nonpublic information) are discussed. ATIS participants should inform ATIS staff and committee or forum leadership if they believe that AI notetaking should not take place for a specific meeting.

If there are any questions about this policy, please contact Thomas Goode, ATIS General Counsel, at tgoode@atis.org.

February 15, 2026