

Understanding AI in Meetings & Appointments: A Guide for Families

What is AI (Artificial Intelligence)?

AI (Artificial Intelligence) is a computer program that can think, learn, or make decisions like a human. It can take many forms. It can answer questions, recognize pictures or voices, help with everyday tasks, and more. People often use AI to look up information, assist with writing, or as a note taking tool during meetings or appointments.



How might AI be used during meetings and appointments?

Medical, mental health professionals, and educators might use AI programs during in-person and virtual meetings or appointments to help take notes. You might notice this during IEP meetings, therapy sessions, or medical visits.

How do I know if AI is being used during meetings and appointments?



In-person: A professional using AI might have a program or app running on their computer or phone. You may notice that they aren't actively writing notes themselves because the AI is doing some of the work.



Virtual: In meetings, participants are often notified by the meeting platform that an AI feature is in use. In virtual health-related appointments, professionals typically request consent before using AI; this may be an electronic or paper consent form.

Not all AI tools are created equally

Free tools or those downloaded from an app store might collect and share data from the internet, and share it back, making it inaccurate or biased. In contrast, secure professional tools are more likely to safeguard your information. You can ask the professional you are working with if AI is being used to take meeting or appointment notes. Inquire about how AI will be used, what information it can access, and how your privacy is protected. You can also request a copy of meeting notes or ask that AI not be used. Use the questions below to help guide your conversation.

Are you using AI to take notes during this meeting/appointment?

Can you please direct me to the consent I signed or need to sign for AI use?

Are you using an AI tool provided by your agency?

What security measures are being used to protect privacy?

Additional resource guides and a full list of references at <https://www.delawareautismnetwork.org/>.

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