

EPISODE 331

# When To Trust A.I. As A School Leader, Part 2: Summaries



INSTRUCTIONAL  
LEADERSHIP SHOW



# Essential Question



To what extent can I trust A.I.-generated summaries, and what should I keep in mind when using them?

# A New Series



- What can we trust A.I. to do well?
- How should we vet A.I. output before using it?
- How can we get better output by providing better input?
- Where does human judgment remain key?
- How can A.I. accelerate our work?

# A.I. Summary Tools



## Meet Zoom AI Companion

Revolutionize Your **Meetings** — Let **Zoom AI Companion** help do the work. No additional cost with a paid **Zoom** user account. Tools to reduce burnout, improve teamwork. Try **Zoom AI Companion** for better collaboration.



## No awkward meeting bots - Granola: AI Note Taking

Granola takes your raw **meeting** notes and makes them awesome. No awkward **meeting** bots - just beautiful notes for you and your team, every single time. Effortlessly organize your **meetings** with Granola's AI-powered note-taking. Instant **summaries**. Privacy-first tool.



## Meeting Summaries In Minutes

Fireflies uses generative AI to bring ChatGPT to **meetings**. Generate transcripts and smart **summaries** for **Zoom**, Google Meet, Microsoft Teams, Webex and several other platforms. Turn your...



## Otter.ai

**AI Meeting Notes for Zoom** — You don't have to be in the room to be in the know, Otter records and transcribes **meetings**



## Free Unlimited Transcriptions

Krisp's **AI Meeting Assistant** transcribes notes and records tasks during **meetings**, enhancing collaboration and consistency. Get an **AI meeting assistant** today.

[Pricing](#) · [Get Krisp For Free](#) · [Krisp for MS Teams](#) · [Free AI Meeting Assistant](#) · [AI Accent Conversion](#)



## Fathom: AI Notetaker

Get Started. Free Forever — Stop wasting time on notes. Get instant, accurate **AI meeting summaries** without the effort.





# Audio » Transcript » Summary



- A.I. is *not* a humanoid intelligence listening to and thinking about the meeting
- Audio transcription predates A.I., but A.I. greatly improves accuracy in modern apps
- Audio » Spectrogram » Text » Summary
- See Episode 330 on Transcripts
- The summary is only as good as the transcript, and the transcript is only as good as the audio

# Recording In-Person Meetings



- Phone, tablet, or laptop
- Ideally a dedicated device
- Quality will be a challenge if not all at one table
- Use an external mic to pass around
- Record in Sibme, Zoom or similar



# Input Quality



- The summary cannot rely on people's prior knowledge or context
- Based only on what was said and captured in transcript
- Preponderance of discussion may not reflection actionable takeaways
- Speakers must be identified manually

# Deference Threshold



*The point at which we trust  
a technology without  
verifying its output.*

# Deference Threshold



## Reached:

- Driving directions
- Calculators
- Spellcheck

## Not reached:

- AI transcripts
- AI summaries
- AI analysis/reports

# Verifying Summaries

- Identify speakers
- Double-check the summary
- Double-check action items
- Share with participants
- Make corrections

