

AI Meeting Assistants—What You Need to Know

NECO's IT department is aware of the growing use of free AI note-taking tools, also known as meeting assistants, such as **Read.ai**, **Otter.ai**, and **Fireflies.ai** in online meetings. While these tools transcribe and summarize discussions, they also present significant security, privacy, and compliance risks, as they may capture and process meeting content without explicit permission.

With new AI tools emerging daily, it's important to be mindful of how meeting transcripts and summaries are generated and used.

Be Cautious When Using AI Meeting Assistants

Here's why you should be extremely cautious when using these tools:

◇ **Data Privacy and Security Risks**

Free AI meeting assistants and note-taking tools often lack strong security measures, leading to potential data breaches, unclear ownership, and disclosure of sensitive information.

◇ **Compliance and Legal Risks**

These tools might not comply with privacy regulations such as FERPA or HIPAA, raising legal and compliance concerns.

◇ **IT Department Concerns**

Security risks, lack of support, and integration challenges make free AI tools unsuitable for institutional use.

What You Can Do

If your meeting involves confidential or sensitive topics, it's best to:

- ✓ **Prevent AI meeting assistants from joining** using the waiting room or lobby feature.
- ✓ **Remove AI bots manually during the meeting**, if you didn't set up a waiting room.
- ✓ **If you've used AI meeting assistants** you can delete your account and stored data.