

A graphic featuring a glowing blue sphere composed of interconnected nodes and lines, resembling a network or data structure. The letters "AI" are prominently displayed in the center of the sphere in a bright, glowing font.

When the Meeting Bot Becomes Exhibit A

An AI notetaker may seem like a convenience - until its transcript becomes evidence. These tools can improve efficiency, but in sensitive meetings they also create privilege, confidentiality, privacy, cybersecurity, consent, and discovery risks.

No Bots by Default

Companies should adopt a default rule: no AI notetakers in sensitive meetings unless legal approves. These products may record, transcribe, summarize, store, search, and share meeting content. That may be useful for routine meetings. But in legal, board, HR, investigation, regulatory, transaction, trade secret, or other sensitive discussions, an AI notetaker can turn a controlled conversation into a permanent record that is discoverable, inaccurate, overbroad, or outside the company's control.

What This Means for Your Business

- **Privilege may be challenged.** Vendor recording, processing, storage, or access can invite waiver arguments.
- **Discovery may expand.** Recordings, transcripts, summaries, action items, metadata, and distribution logs may need to be preserved, reviewed, and produced.
- **Bad summaries can still hurt.** AI may misattribute speakers, miss nuance, or convert casual comments into formal-looking statements.
- **Consent and privacy laws may apply.** Recording, transcription, speaker identification, monitoring, and cross-border transfers can trigger legal obligations.
- **Shadow AI creates risk.** Employees may invite unapproved bots without legal, IT, security, or records-management review.

No-Bot Meetings

- Legal, litigation, settlement, mediation, deposition, and regulatory response meetings.
- Board, committee, audit, compensation, investigation, whistleblower, crisis management, HR, and employee-relations meetings.
- M&A, financing, restructuring, trade secret, pricing, product roadmap, sensitive customer, vendor, competitive-strategy, and confidential-data meetings.

When the Record Gets Away

The core risk is loss of control. Once a bot creates a transcript, summary, recording, or distribution log, the company may have to preserve, review, produce, and explain records it never intended to create. Even inaccurate materials can become exhibits, deposition topics, or leverage in discovery disputes.

AI Notetaker Guardrails

1. Prohibit AI notetakers in sensitive meetings unless legal approves.
2. Disable recording, transcription, and AI summaries by default.
3. Vet vendors for confidentiality, retention, access, training, deletion, data residency, and incident-response terms.
4. Require notice and consent where recording, transcription, monitoring, or speaker identification may occur.
5. Update training, legal holds, retention rules, and ownership protocols for AI-generated records.

Control the Record Before It Exists

AI notetakers are useful, but they should not join sensitive meetings casually or by default. Companies should decide in advance which tools are approved, who may authorize them, what notice is required, and how AI-generated records will be stored, reviewed, and deleted. The safest policy is not anti-AI; it is controlled AI. If you would not want the conversation replayed, searched, quoted, or produced, do not let AI create the record.

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