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**Chat history**

**You said:**

I'm going to give you some information about an AI taskforce that my agency recently disbanded. At the end, I'm going to ask you to craft an email that summarizes the activities and accomplishments, and thanks the members for their work. After I provide each piece of information, please response with "Got it." I'll give you further instructions when I'm done pre-loading you with information. Got it?

**ChatGPT said:**

Got it! Please go ahead and provide the information.

**You said:**

Here are the notes from our first meeting: AI Policy Development Taskforce Meeting recap – September 5, 2023 Rick, Scott, Justin, Ben, Robin 1. Use WaTech’s interim policy. Scott will put it into SAO policy format. 2. Ben will continue to do research and check out Co-Pilot. 3. Research / find other AI networking groups. 4. Scott will talk with Josh about NSAA organizing a networking platform, after getting permission from Pat first. 5. Rick waiting to hear back from directors on recruiting more employees onto this committee. 6. Scott was suggesting we should create an internal support group for AI related issues, similar to what is done in creating the “Getting Things Done” and Peg’s “Office 365” support groups. 7. Discussion on how to allow employees to safely use AI. Do research. 8. Start framework from WaTech’s video. Scott will let Rick know of his team member’s availability to serve on the committee and help with associated projects and tasks. 9. Next meeting, September 19 @ 9:00.

**ChatGPT said:**

Got it.

**You said:**

The taskforce's final meeting was on 11/20/24.

**ChatGPT said:**

Got it.

**You said:**

The taskforce established charters for two permanent groups: the Generative AI Innovation and Testing Workgroup and the AI Oversight Committee.

**ChatGPT said:**

Got it.

**You said:**

The workgroup put together a glossary of key terms to help both management and employees get up to speed on AI in general and generative AI in particular.

**ChatGPT said:**

Got it.

**You said:**

This work has laid a foundation that will help the agency craft a thoughtful approach to incorporating AI into our work.

**ChatGPT said:**

Got it.

**You said:**

The agency head asked for this taskforce and greatly appreciates all that they have accomplished.

**ChatGPT said:**

Got it.

**You said:**

Now, I'm ready to have you craft an email. The email should come from the agency head. It is to all the members of the taskforce. She wants to highlight what they accomplished and thank them for their work as we shut down the task force. Before you draft the email, feel free to ask a few questions that will allow you to provide a better response.

**ChatGPT said:**

Here are a few questions to tailor the email:

1. **Tone**: Would you like the email to be formal or more conversational and personal?
2. **Key Accomplishments**: Are there specific milestones or deliverables you'd like to emphasize, such as the creation of the two permanent groups or the glossary? Should we highlight anything beyond what you've already provided?
3. **Next Steps**: Should the email mention the transition to the new groups (Generative AI Innovation and Testing Workgroup, AI Oversight Committee) and how taskforce members might engage with these efforts going forward?
4. **Recognition**: Are there any individuals who should receive special thanks or acknowledgement for their leadership or contributions?
5. **Length**: Should the email be brief and to the point, or would you like it to include more details and reflections on the broader significance of their work?

Let me know your preferences, and I'll proceed with the draft!

**You said:**

1. conversational and personal

**ChatGPT said:**

Updated saved memory

Thanks for confirming the tone. A few more quick questions:

* Would you like to specifically mention any of the key contributors by name (e.g., Scott for policy development)?
* Should the email include a note on what happens next for those two new permanent groups?
* Do you want to offer any personal reflections from the agency head about how the taskforce’s work has impacted the agency?

Let me know, and I’ll draft the email!

**You said:**

No specific names. With regard to the permanent groups, only need to mention that there's more work to be done, and those groups will take care of it. Just that this taskforce has done a great job of setting the foundation.

**ChatGPT said:**

Great, thanks for the clarity! Here’s the draft email:

**Subject:** Thank You for Your Work on the AI Policy Development Taskforce

Dear Taskforce Members,

As we officially bring the AI Policy Development Taskforce to a close, I want to take a moment to express my heartfelt thanks for all the time, effort, and thought you put into this important initiative.

Over the past year, you’ve laid an incredible foundation that will help shape how we incorporate AI into our agency’s work. From establishing the charters for two permanent groups—the Generative AI Innovation and Testing Workgroup and the AI Oversight Committee—to developing a glossary of key AI terms, your efforts have provided our agency with the tools and guidance we need to navigate this rapidly evolving field.

There’s more work ahead, but thanks to your commitment, we’re starting from a position of strength. The workgroup and oversight committee will continue building on what you’ve created, and I have no doubt they’ll be able to do so effectively because of the groundwork you’ve put in place.

I asked for this taskforce because I knew we needed a thoughtful, well-researched approach to integrating AI. You all delivered beyond my expectations. I’m incredibly grateful for everything you’ve accomplished, and I know our agency will benefit from your work for years to come.

Thank you again for your dedication and hard work.

Warm regards,  
[Agency Head’s Name]

Let me know if you’d like to adjust anything!

**You said:**

This is perfect. Thank you.

**ChatGPT said:**

You're very welcome! I'm glad it works for you. If you need anything else, just let me know.

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Bottom of Form

ChatGPT can make mistakes. Check important info.