FLASTER GREENBERG
Attorneys at Law | A Professional Corporation

Who Invited the AI Notetaker? Managing the Unseen Guest in Your Zoom and Teams Meetings

Webinar Available to Watch Now
Flaster Greenberg Business Law Seminar Series

Watch the webinar.

Description

AI notetakers have become the persistent and sometimes uninvited guest in Zoom and Microsoft Teams meetings. They can capture, transcribe, summarize, and organize conversations with remarkable convenience, but they can also transform informal discussions into lasting, searchable records.

Join moderator William Burnett, Ethics Counsel at Flaster Greenberg, and speakers Peter Wakiyama, Practice Lead of the AI, Privacy and Cybersecurity Group, and John Koch, General Counsel, for a practical discussion of how organizations should handle this increasingly common technology.

The panel will explore the practical, strategic, litigation, technology, privacy, and ethical implications of AI notetakers. Topics will include federal and state consent requirements; attorney-client privilege; trade secrets, health information, and other sensitive data; ownership, storage, and security of cloud-based notes; document retention and production; and the potential use of AI-generated transcripts and summaries in disputes or litigation. Our speakers will also consider what happens when a summary is incomplete, inaccurate, or preserves information that participants never intended to create as a written record.

Against that backdrop, the panel will offer practical guidance on how businesses and professional firms can respond when an AI notetaker shows up, including how to evaluate these tools, determine when they should or should not be used, and establish appropriate safeguards, review processes, retention practices, and policies governing adoption, access, ownership, and use of meeting data.

The webinar is designed for business professionals, in-house counsel, attorneys, and business owners, and will conclude with a live Q&A.

Speakers:

- William J. Burnett, Shareholder, Ethics Counsel, Flaster Greenberg PC
- Peter T. Wakiyama, Shareholder, Practice Lead | AI, Privacy and Cybersecurity Group, Flaster Greenberg PC
- John G. Koch, Shareholder, General Counsel, Practice Lead | Environmental and Energy Practice Groups, Flaster Greenberg PC

Date & Time

Wednesday, September 30, 2026

Continued

12:00 - 1:00 p.m.

Location

Virtual

(A Zoom link will be emailed to you the day before the webinar.)

Educational Credits

1.0 Substantive Pennsylvania CLE Credit
1.0 New Jersey and Pennsylvania CPE Credit

Registration

Register here.

ATTORNEYS MENTIONED

William Burnett

John Koch

Peter Wakiyama