IEEE P7003 Working Group
Meeting Minutes
20 July 2017 /10:00 A.M. – 11:30 A.M. EST
Teleconference

1. **Call to Order**
   The meeting was called to order at 10:02 A.M.

2. **Roll call and Disclosure of Affiliation**
   The roster was shared with the group. Individuals on the WebEx were asked to private message Natasha Alvarado with their name and affiliation. Those on the call only were asked to email Natasha with their name and affiliation.

3. **Approval of Agenda**
   Ansgar noted that Michael would be giving a presentation and he will not be able to attend the entire call so his presentation will be given first.

   Motion to approve the meeting agenda. The agenda was approved as submitted without objection.

4. **IEEE Patent Policy** (Call for Patents)
   The call for patents was raised; no one raised any concerns or any comments for consideration.

5. **Approval of June meeting minutes**
   Motion to approve the minutes from June 20th, 2017. The minutes from the June 20th, 2017 meeting were approved without objection.

   a) **Updated Outline Discussion**
      i. Review of group member statements of preferred scope

      Ansgar noted that most agreed with the overall concept on how it was written. Annette pointed out that the scope on the PAR was approved by IEEE. If the scope is expanded beyond what the PAR says, a PAR modification needs to be requested.

ii. Review if we want the standard to:
b) establish a "certification" process (requires setting up registration authority)
c) set mandatory requirements (indicated by the use of "*shall*")
d) provide primarily non-binding suggestions (indicated by the use of "*should*")

Ansgar noted this topic came from the June meeting. There was general agreement that at this time the working group will not establish a certification process. We should provide mandatory min requirements.

iii. Section Development presentations by those that volunteered
➤ **P7003 Use Cases, Epaminondas Kapetanios**
Epaminodas presented his slides. He presented on a use case study. He noted work on the definition of a certificate of trust.

➤ **Section 4.1 Algorithm Fairness, Michael Rovatsos**
Michael presented his slides.
It was noted that there is communication between P7000 and P7003. There is also coordination with the group groups;

This section needs to say something about the purpose, the goals of the standard, or provide terms and definitions. Ansgar noted this would be the terms and definitions. There is a subsection called purpose.

If you have more comments please email Michael. He asked the group to look over the slides.

➤ **Use Case Template, Takashi Egawa**
Takashi shared his email that was sent to Ansgar. Taskashi noted the important of use cases; It gives us clearer images of the standards, and makes the standards easier to develop and to persuade potential customer (regulators, service developers, etc.) to join, which is critical for the standard to be used in real world.

➤ **Section 6 and 7, Jason Rhinelander**
Jason noted this is his first time contributing towards a standard. He welcomes all comments. Jason presented slides. He noted the development of any algorithm must have well defined characteristics.

Jason will transfer some of what he presented into the outline document.

iv. Strategies (e.g. timing) for ensuring buy-in by prospective P7003 users
Ansgar asked the group when would be the right time to do so? Approach groups like Google, Facebook and other players in the AI development and get them involved more. Takashi says we want to get them involved as early as possible.

Pascal noted that some exchange could be difficult.

Ansgar noted to invite as observers, even if they are not contributing. Annette explained this is not an entity project. Individuals join the working group. They can also join the balloting group to ballot on the standard.

Juliette Powell mentioned using trust-based relationships to get buy-in. Leverage of personal relationships will go a long way, not only in the implementation but in the development of these standards.

If you have contacts from these companies, invite them to join the working group.

6. **Future Meetings**
   - 17 August, 10:00 AM – 11:30 AM (EDT)

7. **Adjourn**
   Meeting was adjourned at 11:44 AM

Attendees:

Last Name	First Name	Employer/Affiliation	Voting
Aiyer	Raj	Self	
Boddington (Vice-Chair)	Paula	University of Oxford	x
Chire	Josimar	Self	x
Courtney	Patrick	tec-connection	x
Egawa	Takashi	NEC Corporation	x
Harriman	Lauren	Record Accuracy	x
Hatada	Yohko	EMLS_RI	x
Jurgens	Pascal	U of Mainz, Germany	
Kapetanios	Epaminondas	University of Westminster	x
Koene (Chair)	Ansgar	University of Nottingham	x
Lvov	Ilia	University of St Andrews	x
Juliette	Powell		
Reilly	Annette	Self	x
Rhinelander	Jason	Saint Mary's University	x
Rovatsos	Michael	University of Edinburgh	x
Ruggeri	Salvatore	University of Pisa	x
Ruocco	Anthony	Roger Williams University	x
Seth	Suchana	Berkman Kelin Center and Data & Society	
Seymour	William	University of Oxford	x