

**IEEE P7003 Working Group
Meeting Agenda
17 August 2017 /10:00 A.M. – 11:30 A.M. EST
Teleconference**

1. Call to Order
2. Roll call and Disclosure of [Affiliation](#)
3. Approval of Agenda
4. [IEEE Patent Policy](#) (Call for Patents)
5. Approval of 20 July meeting minutes
6. Updated Outline Discussion
 - I. Review updated wording of Scope
 - II. Review draft P7003 Values document – Paula Boddington
 - III. Call for Use Cases:
 - a) Principle agreement with "Real-time automated assessment of emotions in children prior to clinical investigation" project to explore using that project as consistent example use cases at multiple places within the standard document.
 - b) "Annex I: Use Cases" added to outline document, Use Case submission form available at <http://unbias.wp.horizon.ac.uk/work-packages/wp4-stakeholder-engagement/ieee-standard-for-algorithm-bias-considerations-p7003/p7003-use-case-submission-form/> for those who prefer to use web-forms.
 - IV. Section 6 "Algorithmic system design stages" – volunteer(s) to work on this?
 - V. Updates/contributions for document sections
7. Gaps in Working Group membership expertise that need to be filled?
8. Update on engagement with prospective P7003 users

9. Future Meetings

Wednesday, September 13th, 10:00am-11:30am (EDT)

Thursday, October 12th, 10:00am-11:30am (EDT)

Friday, November 17th, 10:00am-11:30am (EDT)

Friday, December 8th, 10:00am-11:30am (EDT)

10. Adjourn