IEEE P7003 Working Group
Meeting Agenda
7th February 2018 /5:00 P.M. – 6:30 P.M. UTC
Teleconference

1. **Call to Order**

2. **Roll call and Disclosure of Affiliation**

3. **Approval of February Agenda**

4. **IEEE Patent Policy** (Call for Patents)

5. **Approval of 11th January meeting minutes**

6. **Announcements**
   Updates document for review in preparation to face-to-face meeting

7. **Preparation for Face-to-Face meeting (28Feb-1Mar)**
   I.   Logistics (venues in London, New York, conference call)
   II.   Registrations of attendance
   III. Agenda items:
        i.   Context 1: update regarding IEEE P7000series + certification initiative (ECPAIS)
        ii.   Context 2: what makes a useful Standard (input from people with prior experience developing/using Standards)
        iii. Reminder: Scope of P7003 Algorithmic Bias Considerations
        iv.   High-level mapping of P7003 document (https://docs.google.com/drawings/d/1z-e7zmA77J3VkOdJBwHWLmKtvlTMCkV2HFyxdCR1FwQ/edit?usp=sharing)
        v.   Review of current status of existing sections
        vi.   Proposals for amending (adding/removing/merging) sections
        vii. Review of use-cases – how to use them, identify important missing cases
        viii. Break out into groups to work on specific issues of sections
   IV.   End of day poster session(s) to present related work – in order to make this work as a means for getting travel funding for academics we will need a website to list titles and names of presenters, any volunteers?

8. Section updates

      Important final updates before the face-to-face meeting?

9. Any Other Business

10. Future Meetings

28th February and 1st March P7003 face-to-face meeting TBC

Thursday, 4th April, 1:00pm – 2:30pm (UTC)

Thursday, 2nd May, 3:00pm – 4:30pm (UTC)

Thursday, 6th June, 5:00pm – 6:30pm (UTC)

11. Adjourn