IEEE P7003 Working Group
Meeting Agenda
5th September 2019 /1:00 P.M. – 2:30 P.M. UTC
Teleconference

1. **Call to Order**

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

3. **Approval of September Agenda**

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

5. **Approval of 4th July meeting minutes**

6. **Approval of 1st and 2nd August minutes**

7. **Announcements**
    I.   Outcomes from Asia face-to-face meeting
    II. Agenda for October 1-3 P70xx writing session in Berlin
          Day 1:
             a. Joint brainstorming for reference Use Case that can be used as example in each normative section.
             b. structure existing content of P7003 to comply with IEEE Style;
             c. Team to go check the consistency of terminology used in across P7003 sections – liaise with other P70xx where relevant;
             d. At end of day, assign people to teams to develop content on Day 2 for sections that have no significant content yet (Go/NoGo; Representativeness of Data; Evaluation of Processing; Transparency; Accountability; Documenting)
          Day 2: Develop first draft content for the Go/NoGo; Representativeness of Data; Evaluation of Processing; Transparency; Accountability; Documenting; sections.
          Day 3: Continue work on section content, with special focus on coherence between sections.

8. **Updated Outline Discussion**
    I.   Use Cases & Adoption
    II. Topic updates – 5min summaries
          i. Project Conceptualisation

    ii. Stakeholder Analysis
   iii. Risk and Impact Assessment
   iv. Go/No-Go
    v. Algorithmic system design stages
   vi. Representativeness of data
  vii. Evaluation of processing
 viii. Outcomes evaluation
   ix. Transparency and Accountability
    x. Documenting
   xi. Taxonomy
  xii. Legal frameworks
 xiii. Psychology
 xiv. Cultural aspects

9. Conferences and Whitepapers

    I. FAT* papers + workshops/CRAFT (9 Setp deadline)
      https://fatconference.org/
   II. CPDP2020 paper deadline 1 October
      https://www.cpdpconferences.org/call-for-papers

10. Any Other Business

11. Future Meetings

Thursday 3rd October 15:00 UTC
Thursday 7th November 13:00 UTC
Thursday 5th December 15:00 UTC

12. Adjourn