

**IEEE P7003 Working Group
Meeting Minutes
7th November 2019 / 1:00 P.M. – 2:30 P.M. UTC
Teleconference**

1. Call to Order

The meeting was called to order at 13:05 UTC
A quorum has been established and noted.

2. Roll call and Disclosure of [Affiliation](#)

The list of attendees present is attached.

3. Approval of November Agenda

Motion to approve the meeting agenda from 7th November 2019. 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. [IEEE SA Copyright](#)

Ran through copyright policy in its entirety

Question - how does this work with Creative Commons licenses?

Question - confidentiality?

6. Approval of 4th July meeting minutes

Motion to approve the minutes from July 4th, 2019. The minutes from the July meeting were approved without objection.

7. Announcements

There is now a spreadsheet of issues to be addressed.

<https://drive.google.com/open?id=18mD1brsBaC-fS0Io2gRzPL4y-OD6eNX5qROIGwXYwuo>

8. Updated Outline Discussion

I. Use Cases & Adoption

No update

II. Topic updates – 5min summaries

i. Project Conceptualisation

No update

ii. Stakeholder Analysis (email update)

They have a scheduled bi-weekly meeting on a Tuesday. Calls are writing meetings and they're actively and collaboratively developing the working document throughout the meeting. Sections with no content, are either assigned or worked through in the call. They made good progress Oct 29 and will continue to finalize and create content. Next call Nov 12.

- iii. Risk and Impact Assessment
Team is focusing on Stakeholder Analysis first, will then get back to Risk & Impact
- iv. Go/No-Go
Needs review beyond original authors
- v. Algorithmic system design stages
Needs incorporation of comments from Adam Smith.
- vi. Representativeness of data
No update
- vii. Evaluation of processing
No update
- viii. Outcomes evaluation
Working on further normative clauses – developed a thought piece on bias metrics which everyone is encouraged to comment on
https://drive.google.com/open?id=1qexQdzR3jzGEILFuPCwWZdKv_t_GxRaqLK0uSGi2r_Y
- ix. Transparency and Accountability
No update
- x. Documenting
No update
- xi. Taxonomy
Needs some work on language. They are planning a call right after this one. Contact Pascal or Mathana if you want to input.
- xii. Legal frameworks
Nearing completion, some progress has been made, they had a call last night. They have incorporated some recent legal developments (California, India, Japan) and the Informative section is bringing this in.
- xiii. Psychology
No update
- xiv. Cultural aspects
Going to be starting a weekly call

9. Conferences and Whitepapers

- I. FAT conference – waiting to hear outcomes for submitted paper. Workshop proposals not accepted
- II. Council of Europe – comments submitted
- III. UN HCR – not yet submitted, may be past deadline?

10. Any Other Business

Discussion of P7000 - officers will read and discuss how this can be used. However it can't be used or shared until fully approved, which should be a couple of months.
Discussion about potential for free availability of P70xx standards.

11. Future Meetings

Thursday 5th December 15:00 UTC

12. Adjourn

The meeting was adjourned at 14:29 UTC

Attendees:

Last Name	First Name	Employer/Affiliation	Voting
Chaudhuri	Abhik	TATA Consultancy Services	X
Clifton	Chris	Purdue University	X
Courtney	Patrick	Tec-connection	X
Gardner	Allison	Keele University	X
Hackman	Joseph	ASAPP	
Hailey	Victoria	VHG	X
James	Clare	Independent	X
Jurgens	Pascal	U of Mainz, Germany	X
Koene (Chair)	Ansgar	University of Nottingham	X
Leppala	Jussi		
Luiso	Javier	Universidad de Buenos Aires	X
McIntosh	Suzanne	New York University	
Pena	Abel	Code Explorers Worldwide	X
Ricanek	Karl		
Rivas	Pablo	Marist College	X
Shaw	Trish	Beyond Reach	X
Stender	Mathana	Independent	X
Underwood	Mark	Synchrony Financia/Krypton Brothers	
Zuluaga	Julian		