

**IEEE P7003 Working Group  
Meeting Agenda  
6<sup>th</sup> February 2020 /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. [IEEE SA Copyright](#)**
- 6. Approval of 10<sup>th</sup> January meeting minutes**
- 7. Announcements**
- 8. Updated Outline Discussion**
  - I. Update on Use Cases
  - II. Topic updates – summaries and reflections on [open items](#)
    - i. Project Conceptualisation
    - ii. Stakeholder Identification
    - 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**
- 10. Any Other Business**

## **11. Future Meetings**

- Thursday 5th March 3pm
- Thursday 2nd April 1pm
- Thursday 7th May 3pm
- Thursday 4th June 5pm

## **12. Adjourn**