IEEE P7003 Working Group
Meeting Notes
6th August 2020 / 3:00 P.M. – 5:00 P.M. UTC
Teleconference

1. **Call to Order**
   The meeting was called to order at 15:06 UTC
   A quorum was not established

2. **Roll call and Disclosure of Affiliation**
   The list of attendees is attached.

3. **Approval of August Agenda**
   No quorum

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**
   The copyright policy was presented

6. **Approval of 2nd July meeting minutes**
   No quorum

7. **Announcements**
   P7001 Transparency of Autonomous Systems is going to ballot. Registration to be part of the ballot group was open from 29 June to 29 July 2020.

8. **Work on "System Design" section (45min)**
   A deep dive into the section comments, very effective to tackle the sticking points. This will be continued with other sections.

9. **Updated Outline Discussion**
   I. Update on Use Cases
      No update
   II. Topic updates – summaries and reflections on open items
      i. Project Conceptualisation

A couple of other items to be considered. The section contains things to think about before actual full project work begins and may include the project management section in here.

 ii. Stakeholder Identification
  No update

 iii. Risk and Impact Assessment
  No update

 iv. System design
  See 8 – good work achieved today

 v. Representativeness of data
  The team that has been working on risk and impact is now starting to look at this section, and are asking for more input. Some of the updates are in the master document with the link to the relevant sub-document.

 vi. Performance evaluation
  Renamed from the other evaluation sections, focused on how the system is performing.

 vii. Transparency and Accountability
  Similar to documenting section, this is supporting information on the types of transparency and accountability aspects that need to be considered in relation to bias. Need to look at this section in more detail sometime soon. Candidate for next call.

 viii. Documenting
  How to do the kinds of documenting that are referred to in the standard.

 ix. Taxonomy
  No update

 x. Legal frameworks
  Pretty much finished after input from the wider group, so looking to participate in other sections and make sure it interfaces appropriately with this section.

 xi. Psychology
  Need to have another look at how to approach this.

 xii. Cultural aspects
  Regular calls to finish of the editing, and recently looking at the structure of the section, checking headings and so on. Next call or one after would be a good time to look at it.

Action: Please everyone have a look in the master document (July) to make sure the hyperlinks to subsections are correct.

Action: If anyone has a candidate to focus on next month please let Ansgar know. Otherwise the next call will look at transparency and accountability.

10. Conferences and Whitepapers

Nothing immediate coming up. Ansgar was on a panel at RightsCon last week on trying to get civil society organisations to participate in standards more, especially technical implementation.

11. Any Other Business

12. Future Meetings

- Thursday 3rd September 1PM UTC

- Thursday 1st October 3PM UTC
- Thursday 5th November 5PM UTC
- Thursday 3rd December 3PM UTC

13. Adjourn
The meeting was adjourned at 16:49

Last Name	First Name	Employer/Affiliation	Voting
Bond	Raymond	Independent	
Chire	Josimar	Independent	
Clifton	Chris	Purdue University	X
Costley	Jennifer	New York Academy of Sciences	
	Patrick	Tec-connection	
Dowthwaite	Liz	University of Nottingham	X
Hariharan	Mahesh	Independent	
James	Clare	Independent	X
Koene (Chair)	Ansgar	University of Nottingham	X
Levesque	Maroussia	Independent	
Mandal	Sukanya	Independent	
Martel	JC	Independent	
Prasad	MS	Amity University, India	X
Rannow	Randy K	Silverdraft Supercomputing	X
Weger	Gerlinde	Independent	X
Bahn	Christy	IEEE Staff	