IEEE P7003 Working Group
Meeting Agenda
3rd September 2020 / 1:00 P.M. – 3:00 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. **[IEEE SA Copyright](#)**

6. **Approval of 2nd July meeting minutes**

7. **Approval of 6th August meeting minutes**

8. **Announcements**

9. **Work on "Project Conceptualization" section (45min)**

10. **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.   System design
        v.   Representativeness of data
        vi.   Performance evaluation
        vii. Transparency and Accountability
        viii. Documenting
        ix.   Taxonomy
        x.   Legal frameworks
        xi.   Psychology
        xii. Cultural aspects

11. **Conferences and Whitepapers**

12. Any Other Business

13. Future Meetings
- Thursday 1st October 3PM UTC
- Thursday 5th November 5PM UTC
- Thursday 3rd December 3PM UTC

14. Adjourn