IEEE P7003 Working Group
Meeting Notes
3rd September 2020 / 1:00 P.M. – 3:00 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 September 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 & 6th August meeting minutes**
   No quorum

7. **Announcements**
   Hyperlinks have been added into the master document to link out to the separate section drafting documents.

8. **Work on "Project Conceptualization" section (45min)**
   - Looking for new section title to better reflect the content of the section, something related to "things you need to do before you get focused on technical delivery"
   - Reviewed proposed new structure of the section consisting of two parts: 1. Requirements at the organizational level (e.g. existence of clearly defined lines of accountability); 2. Requirements at the project level (e.g. concept of context where the system will be used)
   - Discussed how the documentation on performing various tasks required by P7003 should assign accountability within an organization. Accountability based on job title, sometimes including person name as part of version control

documents. When a new person is appointed to the job, accountability is transferred. As part of the hand-over there should be due-diligence on the items that were signed off by the previous person on the job.
- Discussed some possible governance standards to refer to as possible way to satisfy some of the organizational requirements.

Next time we might focus on the Taxonomy section (to be confirmed) and have a an additional review of the Culture section (to be confirmed)

9. Updated Outline Discussion

I. Update on Use Cases
    No update
II. Topic updates – summaries and reflections on open items
    i.   Project Conceptualisation
         See above
    ii. Stakeholder Identification
         No change (team is focusing on Representativeness of data)
    iii. Risk and Impact Assessment
         No change (team is focusing on Representativeness of data)
    iv. System design
         Working to integrate and elaborate on work from August session
    v.   Representativeness of data
         Team is planning a call to pick up on work from before the holidays
    vi. Performance evaluation
         Comments were made into the document put not yet processed by the team
    vii. Transparency and Accountability
         We will assess if this section should be folded into the Project Conceptualisation section
    viii. Documenting
         Will pick up on checking if there are relevant existing standards e should reference
    ix. Taxonomy
         No progress due to holidays, but new
    x.   Legal frameworks
         Pretty much finished.
    xi. Psychology
         No change
    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.

10. Conferences and Whitepapers
Nothing

11. Any Other Business

I. Suggested to review our progress against the PAR

II.   Evaluate and make proposal to decide if "Transparency and Accountability" section should be folded into the "Conceptualization/project preparation" section.

12. Future Meetings
- 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
Chaudhuri	Abhik	TATA Consultancy Services	X
Chire	Josimar	Independent	
Chung	Edmon	DotAsia	
Clifton	Chris	Purdue University	X
Courtney	Patrick	tec-connection	X
Dowthwaite	Liz	University of Nottingham	X
Hailey	Vicky	VHG	
James	Clare	Independent	X
Koene	Ansgar	University of Nottingham	X
Mandal	Sukanya	Independent	X
Pena	Abel	Code Explorers Worldwide	X
Rannow	Randy K	Silverdraft Computing	X
Rivas	Pablo	Marist College	
Shaw	Trish	Beyond Reach	X
Stender	Mathana	Independent	X
Bahn	Christy	IEEE Staff	