

**IEEE P7003 Working Group
Meeting Agenda
1st October 2020 / 3:00 P.M. – 5:00 P.M. UTC
Teleconference**

- 1. Call to Order**
- 2. Roll call and Disclosure of [Affiliation](#)**
- 3. Approval of October Agenda**
- 4. [IEEE Patent Policy](#) (Call for Patents)**
- 5. [IEEE SA Copyright](#)**
- 6. Approval of 2nd July meeting minutes**
- 7. Announcements**
 - I. For those who signed up to the ballot group, P7001 is open for review and ballot by 16 October
 - II. IEEE Computer Society has proposed setting up an AI Standards Committee (P7003 is under C/S2ESC - Software & Systems Engineering Standards Committee)
- 8. Work on "Culture" section (45min)**
- 9. Structural review of P7003 document**
 - I. Review progress relative to PAR
 - II. Assessment about need for a separate "Transparency and Accountability" section, or if we should fold it into "Project Conceptualisation"
 - III. Review of use of Use Cases in P7001
- 10. Updated Outline Discussion**
 - I. 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. Any Other Business

12. Future Meetings

- Thursday 5th November 5PM UTC
- Thursday 3rd December 3PM UTC

13. Adjourn