

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

1. Call to Order

The meeting was called to order at 15:10 UTC.
A quorum was established and noted.

2. Roll call and Disclosure of [Affiliation](#)

The list of attendees is attached.

3. Approval of October Agenda

Motion to approve the meeting agenda for October 1st 2020. The agenda was approved as submitted without objection

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

Motion to approve the minutes from 2nd July 2020. The minutes from the July meeting were approved without objection.

7. Announcements

- I. For those who signed up to the ballot group, P7001 is open for review and ballot by 16 October
This is the third standard to go to ballot.
- 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)

Ansgar has been talking to section leaders about where they are up to and if they have issues they'd like input on.
Questions discussed: Are the headings used in the culture section appropriate? What is missing?
Culture has a particular connection to taxonomy so this is to be discussed.

9. Structural review of P7003 document

- I. Review progress relative to PAR
Doing quite well, need to look at benchmarking procedures and expectation management.
Any thoughts on benchmarking? As part of the representativeness of data section, please contribute any ideas. Gerlinde highlighted that this is a significant input for that section.
Action: All to provide input on benchmarking for representativeness of data
- II. Assessment about need for a separate "Transparency and Accountability" section, or if we should fold it into "Project Conceptualisation"
This section would look at the questions of which information regarding bias assessment process should be made available to whom, and who within the organization holds the responsibility. Haven't done any work on this yet. May not be a large piece of work, maybe folded into PC section. Maybe an iterative process. Some parts already covered in things like Risk assessment
- III. Review of use of Use Cases in P7001
Scenarios are presented in an Annexe, presenting the case and how the standard might be used in this use case. We've collected use cases but have not looked at 'how to apply this' type information. Need to come back to this once the other sections are ready.

10. Updated Outline Discussion

- I. Topic updates – summaries and reflections on [open items](#)
 - i. Project Conceptualisation
No further progress.
 - ii. Stakeholder Identification
Close to completion. Completed impacted stakeholders, hope to complete influencing stakeholders section in October. Recurring meeting every other Tuesday, next one in two weeks.
 - iii. Risk and Impact Assessment
Complete. Reviews or comments welcome.
 - iv. System design
No further progress.
 - v. Representativeness of data
Ends of this month aim for first draft. Looking at refocussing from data to systems. Not all things are data driven so this expands it. Trying to ensure not overlapping with stakeholder identification but tying it in, looking at what is needed from the other sections and what this contributes to.
Recurring meeting every other Tuesday.
 - vi. Performance evaluation
No update – Jussi would like to be able to connect with this as it's close to the taxonomy section
 - vii. Transparency and Accountability
See above
 - viii. Documenting
P7001 have a useful document to input into this.
 - ix. Taxonomy
Several meetings upcoming.

- x. Legal frameworks
Completed
- xi. Psychology
No current progress. We should take a look at this soon. Where does bias come in and how can it impact things? Compare with cultural aspects, strong connection.
- xii. Cultural aspects
See above

11. Any Other Business

Looking for a section that would like to do a deep dive into it and address issues as a group.

Action: Let Ansgar know if you would like your section to have a deep dive.

12. Future Meetings

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

13. Adjourn

The meeting was adjourned at 16:46

Last Name	First Name	Employer/Affiliation	Voting
Benbouzid	Bilel	LISIS	
Berton	Laura	Independent	
Chaudhuri	Abhik	TATA Consultancy Services	X
Clifton	Chris	Purdue University	X
D’Orazio	Kate	Independent	
Dowthwaite	Liz	University of Nottingham	X
Gardner	Allison	Keel University	
James	Clare	Independent	X
Koene	Ansgar	University of Nottingham	X
Leppala	Jussi	Valmet	X
Loughran	Roisin	Dundak Institute of Technology	
Padget	Julian	Independent	
Piwowar	Kuba	University of Social Psychology and Humanities, Warsaw	
Prasad	MS	Amity University, India	X
Rannow	Randy K	Silverdraft Supercomputing	X
Rivas	Pablo	Marist College	X
Shaw	Trish	Beyond Reach	X
Stender	Mathana	Independent	X
Weger	Gerlinde	Independent	X
Bahn	Christy	IEEE Staff	