

**IEEE P7003 Working Group  
Meeting Minutes  
5<sup>th</sup> November 2020 / 5:00 P.M. – 7:00 P.M. UTC  
Teleconference**

**1. Call to Order**

The meeting was called to order at 17:04 UTC.  
A quorum was established and noted.

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

The list of attendees is attached.

**3. Approval of November Agenda**

***Motion to approve the meeting agenda for November 5<sup>th</sup> 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 1<sup>st</sup> October meeting minutes**

***Motion to approve the minutes from 1<sup>st</sup> October 2020.*** The minutes from the October meeting were approved without objection.

**7. Announcements**

IGF sessions are happening at the moment, all will be available online. Ansgar has a session next week looking at how to make AI more trustworthy.

**8. Work on Taxonomy section & look at Performance evaluation section (45min)**

Mathana gave an overview of the thinking behind the Taxonomy Section and where they are at the moment. Jussi presented about Bias mechanisms, particularly skew. Also discussions about definitions and common terms – IEEE has a standard document on definitions (IEEE 100). It would be good to have meetings with the other subgroups now to make sure that everything fits together. We will look at definitions next month, and perhaps stakeholder ID.

Ansgar gave an update on Performance evaluation, which was merged from two sections. It would be great to get this group restarted so we need a volunteer to take leadership [Rahaf Albalkhi volunteered]. There's quite a lot of stuff there already, but some to do listed, and editing needed.

## 9. Structural review of P7003 document

- I. Review of teams working on different sections (P7003 Sections teams)  
Please can everyone check the list here [https://docs.google.com/spreadsheets/d/1\\_KP63ELBU-ga\\_AuPQ\\_yautVKo4cpH4JOW66\\_svdkohQ/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1_KP63ELBU-ga_AuPQ_yautVKo4cpH4JOW66_svdkohQ/edit?usp=sharing) and add or remove yourself as appropriate. Ansgar to contact people who are currently listed in the section teams, as well as a plea to the general list to join in. Leads to confirm they still want to lead. Use cases and Psychology both also need a new lead.

## 10. Updated Outline Discussion

- I. Topic updates – summaries and reflections on [open items](#)
  - i. Project Conceptualisation  
To be changed to Prerequisites. Had a couple of calls now, made it a regular meeting, to be able to move forward. Following a standard and consistent format to get good normative statements.
  - ii. Stakeholder Identification  
Made a lot of progress now, just need final input. The influencing stakeholders section will be more informative, but also open to input on that. This is the group that are doing the impacting, so more about explaining how to have an influencing stakeholder group that would be able to protect against negative bias. Will be normative requirement for diversity of teams.
  - iii. Risk and Impact Assessment  
With all the developments in the other sections, needs to review and update, so once that pretty much in place there will be time for a systematic review of this section.
  - iv. System design  
No update
  - v. Representativeness of data  
Making good progress on this section, needs a bit more work to get to the finish line
  - vi. Performance evaluation  
See above
  - vii. Transparency and Accountability  
Folded into project conceptualisation
  - viii. Documenting  
Some existing standards around documenting for software compliance that we can use as the basis for this section.
  - ix. Taxonomy  
See above
  - x. Legal frameworks  
Basically complete
  - xi. Psychology

- Needs to restart
- xii. Cultural aspects  
In depth discussion last month, no one on the call to update this month

### 11. Any Other Business

### 12. Future Meetings

- Thursday 3<sup>rd</sup> December 3PM UTC

### 13. Adjourn

The meeting was adjourned at 18:46

| Last Name  | First Name       | Employer/Affiliation           | Voting |
|------------|------------------|--------------------------------|--------|
| Albalkhi   | Rahaf            | Independent                    |        |
| Benbouzid  | Bilel            | LISIS                          |        |
| Berton     | Laura            | Independent                    |        |
| Chaudhuri  | Abhik            | TATA Consultancy Services      | X      |
| Courtney   | Patrick          | tec-connection                 | X      |
| Dowthwaite | Liz              | University of Nottingham       | X      |
| Gardner    | Allison          | Keel University                |        |
| Koene      | Ansgar           | University of Nottingham       | X      |
| Leppala    | Jussi            | Valmet                         | X      |
| Loughran   | Roisin           | Dundak Institute of Technology |        |
| Padget     | Julian           | Independent                    |        |
| Pena       | Abel             | Code Explorers Worldwide       | X      |
| Platcheck  | Ivsen            | CEEE and Self-employed         |        |
| Prasad     | MS               | Amity University, India        | X      |
| Ramlal     | Babita           | Independent                    |        |
| Rannow     | Randy K          | Silverdraft Supercomputing     | X      |
| Rivas      | Pablo            | Baylor University              | X      |
| Si Larbi   | Karim            | Artefact                       |        |
| Stender    | Mathana          | Independent                    | X      |
| Strecker   | Michael Benjamin | Independent                    |        |
| Weger      | Gerlinde         | Independent                    | X      |
| Bahn       | Christy          | IEEE Staff                     |        |