

**IEEE P7003 Working Group
Meeting Agenda
3rd December 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 December Agenda**
- 4. [IEEE Patent Policy](#) (Call for Patents)**
- 5. [IEEE SA Copyright](#)**
- 6. Approval of 5th November meeting minutes**
- 7. Announcements**
 - I. Call for participation in ballot for P7002 is open until Dec 10
 - II. Call for participation in ballot for P7005 is open until Dec 16
- 8. Work on “Stakeholder Identification” section (45min)**
- 9. Structural review of P7003**
 - I. How to improve monthly call scheduling for global participation
 - II. Scheduling of a full day group working call
- 10. Updated Outline Discussion**
 - I. Topic updates – summaries and reflections on [open items](#)
 - i. Requisites
 - ii. Stakeholder Identification
 - iii. Risk and Impact Assessment
 - iv. System design
 - v. Representativeness of data
 - vi. Performance evaluation
 - vii. Documenting
 - viii. Taxonomy
 - ix. Legal frameworks
 - x. Psychology
 - xi. Cultural aspects

11. Any Other Business

12. Future Meetings

- TBC

13. Adjourn