IEEE P7003 Working Group
Meeting Minutes
3rd December 2020 / 3:00 P.M. – 5:00 P.M. UTC
Teleconference

1. **Call to Order**
   The meeting was called to order at 15:04 UTC.
   A quorum was established and noted

2. **Roll call and Disclosure of Affiliation**
   The list of attendees is attached.

3. **Approval of December Agenda**
   Motion to approve the meeting agenda for December 3rd 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 5th November meeting minutes**
   Motion to approve the minutes from 5th November 2020. The minutes from the November meeting were approved without objection.

7. **Announcements**
   We are hoping to go to ballot April 2021
   I.   Call for participation in ballot for P7002 is open until Dec 10
        P7002 is Data privacy processes
   II. Call for participation in ballot for P7005 is open until Dec 16
        P7005 is Transparent employer data governance
        Email Ansgar if you'd like information about the process/Ansgar will send details out after the meeting.

8. **Work on "Stakeholder Identification" section (45min)**
   Ran through the document and had an in depth discussion of both normative and informative sections. Please make sure if you have comments that you add them to the document ASAP.

9. Structural review of P7003

   I.   How to improve monthly call scheduling for global participation
Ansgar highlighted that due to our meeting times we get very limited participation from other timezones. He suggested that we alternate calls that are good for one group, then the other, with mid-term calls for the other group, each month. Alternatively, we could alternate more significantly out current 3 times rotation. Clare pointed out that the culture section alternates between 9am and 5pm which seems to work quite well. Julian pointed out that the ISO meetings cycle between 0500, 1300, and 2100 UTC.
Suggestion to try the ISO pattern. Thursdays still remain ok for the group.

  II.   Scheduling of a full day group working call
To go to ballot in April the standard needs to be a bit beyond the level that we've seen today, so that we are happy that we have included all the parts that need to be part of the standard. Some sections need some concentrated effort. Definitions need clearing up. Appropriate style needs checking throughout. Agreement on all of the content by end of February, so maybe meeting in mid-February. Need for offline work to happen in the interim.
Clare suggested that perhaps we could go over the sections that are nearly done in January which might help the sections that have more to do, as they'll have examples and stimulus to finish too.
Ansgar will recirculate whole document in January so we'll see where we stand.

10. Updated Outline Discussion

   I.   Topic updates – summaries and reflections on <u>open items</u>

     i. Requisites
Making progress using previously established methodology

    ii. Stakeholder Identification
Above

   iii. Risk and Impact Assessment
Gerlinde did a review and edit of the section reflecting on stakeholder ID format – closest to completion and now looking for wider review.

   iv. System design
No update

    v. Representativeness of data
No update

   vi. Performance evaluation
Went through general principles that were already there and reworded and edited to make sense. Tomorrow meeting focusing on the process, cleaning up in Jan/Feb and adding ideas to the sections as they go through.

  vii. Documenting
No update

 viii. Taxonomy
Lively discussions about how to frame a taxonomy in different ways – eg hierarchies versus ontologies.

   ix. Legal frameworks
No further update

x. Psychology
No update
xi. Cultural aspects
Text has been merged and so could be evaluated in January

11. Any Other Business
No other business was raised

12. Future Meetings
- Thursday 7th January 2021 @ 1300 UTC
- Thursday 4th February 2021 @ 2100 UTC
- Thursday 4th March 2021 @ 0500 UTC
- Thursday 1st April 2021 @ 1300 UTC – aim for going to ballot
- *Thursday 6th May 2021 @ 2100 UTC*
- *Thursday 3rd June 2021 @ 0500 UTC*

13. Adjourn
The meeting was adjourned at 16:54 UTC

Attendees

Last Name	First Name	Employer/Affiliation	Voting
Albalkhi	Rahaf	Independent	
Chaudhuri	Abhik	TATA Consultancy Services	X
Clifton	Chris	Purdue University	X
Courtney	Patrick	tec-connection	X
Dowthwaite	Liz	University of Nottingham	X
James	Clare	Independent	X
Koene	Ansgar	University of Nottingham	X
Leppala	Jussi	Valmet	X
Loughran	Roisin	Dundak Institute of Technology	X
Maripise	Mandi	Independent	
Nadel	Larry	NIST	
Novak	Theodore	Pacific Northwest National Laboratory	
Padget	Julian	Independent	X
Prasad	MS	Amity University, India	X
Ramlal	Babita	Independent	
Rannow	Randy K	Silverdraft Supercomputing	X
Rivas	Pablo	Baylor University	X
Stender	Mathana	Independent	X
van den Boom	Freyja	Bournemouth University	
Weger	Gerlinde	Independent	X
Bahn	Christy	IEEE Staff	