

**IEEE P7003 Working Group
Meeting Minutes
7th January 2021 / 1:00 P.M. – 3:00 P.M. UTC
Teleconference**

1. Call to Order

The meeting was called to order at 13:07 UTC.
A quorum was established and noted

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

The list of attendees is attached.

3. Approval of January Agenda

Motion to approve the meeting agenda for January 7th 2021. 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 3rd December meeting minutes

Motion to approve the minutes from 3rd December 2020. The minutes from the November meeting were approved without objection.

7. Announcements

IEEE Computer Society now has AI standards committee so some working groups may be moved into that one if they were not previously on an appropriate committee, but this doesn't affect us.

8. Structural review of P7003 document

- I. Review of new master document (P7003_master_working_document_2021 January).

Ansgar has been focused on bringing contents of new section documents into this new one Master document.

Graphical representation shows the changes that have been made. There are now fewer separate sections because various sections have been combined. Sections will need to be iteratively reviewed.

Need to make sure the Scope, PAR and Purpose are aligned.
We can think about other diagrams that will help people to understand the cycles and where bias might occur – it's not just in ML/AI and the standard needs to be relevant to as many cases as possible.
Definitions need to be integrated into general definitions list
General sections thoroughly discussed, new notes made in working document
Good content or at least good outlines for each section, push for draft complete by April.
May now need to start thinking about illustrative use cases.

9. Updated Outline Discussion

- i. (Pre)requisites
Re-named to "Requirements". Consists of two parts, first part focused on requirements relating to the organisation that is developing/deploying/using the AI/S, second part focused on requirements relating to the AI/S application.
- ii. Stakeholder Identification
In principle completed but needs some final touches on terminology and supporting informative annex. Requesting review from "fresh eyes" for consistency and clarity.
- iii. Risk and Impact Assessment
Could do with a review as it was mostly created a couple of years ago so maybe needs to be more deeply considered and related to the other sections. Call for people who are interested in a separate call about it, and review on next meeting.
- iv. Representativeness of data
Have been adding a lot rather than taking away, now clearer what they need to include and where they need to go from here.
- v. Evaluation
Includes 4 sections of system evaluation – could do with input from others if they have expertise – get in touch with Rahaf or add your name to the subsection you are interested in
- vi. Documenting
Has been moved into "Requirements"
- vii. Taxonomy
Need to point to latest document
- viii. Legal frameworks
Nearly done
- ix. Psychology
Needs restarting
- x. Cultural aspects
Hope to finish by February

10. Any Other Business

Discussion of a full day work session. Ansgar to send round a poll to see if people would be available. Could work on resolving issues around definitions, checking scene setting information.

11. Future Meetings

- 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

12. Adjourn

The meeting was adjourned at 14:55 UTC

Attendees

Last Name	First Name	Employer/Affiliation	Voting
Albalkhi	Rahaf	Independent	X
Borokini	Favour	Tech Hive Advisory	
Chaudhuri	Abhik	TATA Consultancy Services	X
Clifton	Chris	Purdue University	X
Courtney	Patrick	tec-connection	X
Dowthwaite	Liz	University of Nottingham	X
Jiminez Gomez	Carlos	Independent	
Kapetanios	Epaminondas	University of Westminster	
Koene	Ansgar	University of Nottingham	X
Leppala	Jussi	Valmet	X
Loughran	Roisin	Dundak Institute of Technology	X
Nadel	Larry	NIST	
Padget	Julian	Independent	X
Pena	Abel	Code Explorers Worldwide	X
Prasad	MS	Amity University, India	X
Rannow	Randy K	Silverdraft Supercomputing	X
Shaw	Trish	Beyond Reach	X
Stender	Mathana	Independent	X
Underwood	Mark	Synchrony Finance/Krypton Brothers	
Weger	Gerlinde	Independent	X
Bahn	Christy	IEEE Staff	