

**IEEE P7003 Working Group
Meeting Agenda
4th February 2021 / 9:00 P.M. – 11:00 P.M. UTC
Teleconference**

- 1. Call to Order**
- 2. Roll call and Disclosure of [Affiliation](#)**
- 3. Approval of February Agenda**
- 4. [IEEE Patent Policy](#) (Call for Patents)**
- 5. [IEEE SA Copyright](#)**
- 6. Approval of 7th January meeting minutes**
- 7. Announcements**
- 8. Structural review of P7003 document**
 - I. Graphical representations of P7003 structure and concepts
 - II. Collecting key terms for bias taxonomy
 - III. Review of gaps in P7003 development that require attention.
- 9. Updated Outline Discussion**
 - i. (Pre)requisites
 - ii. Stakeholder Identification
 - iii. Risk and Impact Assessment
 - iv. Representativeness of data
 - v. Performance evaluation
 - vi. Documenting
 - vii. Taxonomy
 - viii. Legal frameworks
 - ix. Psychology
 - x. Cultural aspects
- 10. Any Other Business**
- 11. Future Meetings**
 - 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