IEEE SSIT Standards Committee
Meeting #12 Minutes
Thursday, November 21, 2019
7pm - 9 pm (UTC) / 3pm-5pm (EDT)
Meeting chaired by Beth-Anne Schuelke-Leech, minutes provided by Peter Reid.

1   CALL TO ORDER

The meeting was called to order at 3:09 (EDT) by the Chair. A quorum was present and recorded.

2   ROLL CALL OF INDIVIDUALS

A list of attendees is attached.

3   APPROVAL OF AGENDA

Moved Peter Reid, *seconded* David Reed that the agenda be approved as submitted, *carried.*

4   ANNOUNCEMENT OF SECRETARY

Peter Reid has agreed to take on the role of Secretary. Under Clause 3.2 of Policy and Procedures, the Chair appointed Peter Reid as Temporary Secretary.

5   WORKING GROUPS

5.1   P7011

Berlin working session was successful as dot points for several sections were completed. The WG is to meet tomorrow, 22nd November, to report on Berlin and plan future activities.

5.2   P7012

The useful activity in Berlin will be folded into the ongoing document. Sub-groups have been meeting with technical editor to progress sections of the document. There is ongoing activity to narrow the focus of the document. It is expected that a working draft will be produced in the 1st quarter of 2020.

5.3   P7013

The lack of agreement on the scope of the proposed standard, has led to the resignation of Chair, Vice-Chair and Secretary. Beth-Anne Schuelke-Leech to follow up several people who have shown intertest in the topic, with the aim of re-invigorating the group for re-start in January/February 2020 (**Action 12/1**).

5.4   P7014

WG did met in Berlin with some writing done. The WG is breaking into subgroups to complete tasks. Next meeting Wednesday 13th November.

6   LIAISONS FOR JTC 309 ON GOVERNANCE AND JTC1 SC42 ON ARTIFICIAL INTELLIGENCE.

Liaison with ISO groups requires a high level of commitment due to expectation associated with this role. The liaison person is expected to attend monthly meetings. Beth-Anne Schuelke-Leech to discuss with Christy Bahn the issues surrounding liaison work (**Action 12/2**)

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7 STANDARDS WORKSHOP IN 2020

Beth-Anne Schuelke-Leech and Sara Jordan are working on two workshops at the AIWorld conferences focused on IEEE Standards making (**Action 12/3**). These conferences have over 1,000 participants and provide a good match between their interests and our standard work.

8 NEW BUSINESS

Nil

9 FUTURE MEETINGS

(All meetings will be held on the 3rd Thursday of the month at 3 PM EDT unless otherwise noted)

- December 19, 2019 from 8-10pm UTC
- January 16, 2020 from 8-10pm UTC (3-5pm Eastern Standard Time)
- February 20, 2020 from 8-10pm UTC (3-5pm Eastern Standard Time)
- March 19, 2020 from 7-9pm UTC (3-5pm Eastern Daylight Time – starts March 8th)
- April 16, 2020 from 7-9pm UTC (3-5pm Eastern Daylight Time)
- May 21, 2019 from 7-9pm UTC (3-5pm Eastern Daylight Time)

10 ADJOURN

Moved John Havens, *seconded* Sara Jordan that the meeting adjourned at 3:48 pm EST, *carried*.

OUTSTANDING ACTIONS

#	Topic	Allocated to	Status
12/1	Re-invigoration of P7013 WG	Beth-Anne Schuelke-Leech	
12/2	ISO JTC 309 & JTC! SC 42 liaison	Beth-Anne Schuelke-Leech	
12/3	AIWorld standards workshop	Beth-Anne Schuelke-Leech and Sara Jordan	

ATTENDEES

Last Name	First Name	Affiliation	Present	Role	Officer
Hailey	Vicky	Vicky Hailey Group	X	V	
Havens	John	Unaffiliated	X	V	
Jordan	Sara	Virginia Tech	X	V	Vice-Chair
Reed	David	Deep Plum Research	X	V	
Reid	Peter	Unaffiliated	X	V	Secretary
Schuelke-Leech	Beth-Anne	University of Windsor	X	V	Chair
Silverman	Karen	Latham & Watkins, LLP	X	V	
Bahn	Christy	IEEE	X	S	
Role Legend	V = Voting Member; NV = Non-voting Member; P = Participant; S = Staff				