

**IEEE P7003 Working Group  
Meeting Minutes  
20 June 2017 /9:00 A.M. – 11:00 A.M. EST  
Teleconference**

**1. Call to Order**

The meeting was called to order at 9:01 A.M.

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

**3. Approval of Agenda**

***Motion to approve the meeting agenda.*** 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. Approval of May meeting minutes**

***Motion to approve the May meeting minutes.*** The May meeting minutes were approved as submitted without objection.

**6. Vice-Chair Announcement**

Paula Boddington was elected as Vice-Chair of the working group. Ansgar noted he secretary position is still open. All nominations and self-nominations for the position are welcome. Anyone interested in the secretary role should email [Natasha Alvarado](#).

*Action Item: Natasha will send a nominations e-mail reminder to the voting members of the working group for the role of secretary.*

**7. Updated Outline Discussion**

**a. Section Development Volunteers**

Ansgar noted the key outcome from today's meeting is for people to identify a section they would like to focus and contribute to.

Annette mentioned setting up a method or establishing a value system. There was general agreement to look for a method.

There was some discussion on normative references. Annette provided the definition of normative text. Please see 10.1 Normative and informative clauses in

the [IEEE-SA Standards Style Manual](#).

The group discussed a section of background values that can be placed in either section II or section III that can entail background definitions.

In the purpose section, "certification" may require setting up with registration authorities. Therefore, we must configure if we wish to discuss "certification" in the standard. We might want to consider removing "certification" as this should be considered for the next two meetings and come to an agreement before action is taken.

*Action Item: Review "certification" point at the next meeting.*

Ansgar asked if anyone has any experience with the software development process. A realistic view/description how the design process works. If you know anyone that can assist please ask them to join the working group

## 8. Future Meetings

- 20 July, 9:00 AM – 10:30 AM (EDT) \* Start time changed to 10:00 AM (EDT)
- 17 August, 9:00 AM – 10:30 AM (EDT) \* Start time changed to 10:00 AM (EDT)

There was general consensus within the group to start the meetings a little later in the morning. Future meetings, starting in July will begin at 10:00 A.M. and end at 11:30 A.M. (EDT)

## 9. Adjourn

The meeting was adjourned at 10:24 A.M.

### *Attendance:*

Last Name	First Name	Employer/Affiliation	Voting
Boddington (Vice-Chair)	Paula	University of Oxford	x
Courtney	Patrick	tec-connection	
Egawa	Takashi	NEC Corporation	x
Harriman	Lauren	Record Accuracy	
Hatada	Yohko	EMLS_RI	x
Heitmann	Benjamin	Fraunhofer Institute for Applied Information Technology FIT	x
Hense	Peter	Spirit Legal	
Horner	John	Self	
Kapetanios	Epaminondas	University of Westminster	x

Koene (Chair)	Ansgar	University of Nottingham	x
Lvov	Ilia	University of St Andrews	x
Parker	Charles	Thomas Edison State University	x
Reilly	Annette	Self	
Rhineland	Jason	Saint Mary's University	x
Rovatsos	Michael	University of Edinburgh	x
Ruocco	Anthony	Roger Williams University	
Seymour	William	University of Oxford	

Alvarado	Natasha	IEEE-SA (staff)	
Bahn	Christy	IEEE-SA (staff)	