

IEEE P7005 Working Group
Meeting Minutes - DRAFT
7 January 2019 / 9:00 A.M. – 10:30 A.M. EST
Teleconference

1. Call to Order

The meeting was called to order at 9:00 AM (EST).

2. Roll Call and [Affiliation](#) Declarations

A quorum was established and noted. The list of attendees present is attached.

3. Approval of Agenda

Motion to approve the meeting agenda. (Mover: Christina, Second: Matthew). 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 3 December Meeting Minutes

Motion to approve the 3 December meeting minutes. (Mover: Christina, Second: Dennis). The November 5th meeting minutes were approved as submitted without objection.

6. Content Management Platform, Dennis Holstein

Dennis reviewed the document. He noted this was the result from a focus group. The document describes requirements for determining the sensitivity of personal identifiable information (PII) derived from data obtained from disparate sources.

7. [Core Principles Discussion](#)

Due to travel and the holidays the group has not met. Christina plans on scheduling a meeting soon.

8. Recap Action Items & Next Steps

Date	Actions	Person Responsible	Target Date	Status (Comments)
26 Feb 18	Articles, standards, and other items of interest regarding <i>employer data governance</i>	All	Ongoing	Open
26 Feb 18	Case examples of data governance issues (Online document to be established to capture)	All	Ongoing	Open
15 Jan 18	Provide a guest list document of recommended speakers	Christina Colclough	Ongoing	Please fill in as you think of someone Speakers List

15 Jan 18	Seek new members having expertise to offer and extend our WG efforts	All	Ongoing	Open
7 Jan 19	Due diligence package and present to the WG	Matt Silveira	4 Feb 19	
7 Jan 19	Agreement on a May target date for a F2F meeting	All		

9. 2019 Meeting Schedule

Monday, 4 February	9:00 AM - 10:30 AM (EST)
Monday, 4 March	9:00 AM - 10:30 AM (EST)
Monday, 1 April	9:00 AM - 10:30 AM (EST)
Monday, 6 May	9:00 AM - 10:30 AM (EST)
Monday, 3 June	9:00 AM - 10:30 AM (EST)
Monday, 1 July	9:00 AM - 10:30 AM (EST)
Monday, 5 August	9:00 AM - 10:30 AM (EST)
Monday, 9 September	9:00 AM - 10:30 AM (EST)
Monday, 7 October	9:00 AM - 10:30 AM (EST)
Monday, 4 November	9:00 AM - 10:30 AM (EST)
Monday, 2 December	9:00 AM - 10:30 AM (EST)

10. Adjourn

The meeting was adjourned at 10:18 AM (EST).

Attendees

Last Name	First Name	Affiliation	Role	Officer
Seyhan	Ali	Self	P	
Bahn	Christy	IEEE-SA	S	
Bengtsson	Ulf	Sveriges Ingenjörer	V	Chair
Chiozzi	Diego	Self	V	
Colclough	Christina	UNI Global Union	V	Vice-Chair
Holstein	Dennis	OPUS Consulting Group	V	
Huegli	Daniel	syndicom	V	

Murahwi	Zvikomborero	Self	V	
Newman	Matthew	Self	V	
White	Alexander	Self	V	

Role Legend	V = Voting Member
	P = Participant
	S = Staff