

**IEEE P7010 Working Group Meeting
Draft Minutes
28 June 2018, 10:00 AM – 12:00 PM (EDT)
Teleconference**

1. Call to Order

The meeting was called to order at 10:00 AM (EST). Laura chaired the teleconference.

2. Roll call of Individuals

A quorum of 13 was reached. There were 21 members in attendance. The list of attendees present is attached.

3. Approval of Agenda

Motion to approve the meeting agenda. Bud Brown moved, Rafael seconded. The agenda was approved as submitted without objection.

4. IEEE Patent Policy ([Call for Patents](#))

The call for patents was raised;

- Amy Coget mentioned she was refiling a patent but does not hold a patent.

5. Approval of May 23rd Meeting Minutes

Motion to approve the May 23rd meeting minutes. Anat Fanti moved, Amy Coget seconded. The meeting minutes were approved as submitted without objection.

6. IEEE P7010 Timeline Overview Laura Musikanski

- There is a two-year timeline of P7010. The domain identification / indicator subgroup is due to finalise its work by September 2018 and that the implementation subgroup is making good progress with the aim of establishing chairs for each of the four assessment categories with the aim of establishing leaders for each of the working streams.

7. Domain and Indicator Subgroup, Laura Musikanski

- Housekeeping:
 - All subgroup documents/information can be found in iMeet
 - New members should contact Christy Bahn for access to iMeet

- The criteria referred to in the indicators are all sourced from well-being indices currently in use. There are over 1500 indicators in the master spreadsheet - ranging from the UN Sustainability Development Goals to Bhutan's Happiness Index.
- How are enterprises responding to the ethical concerns? The idea is to use the indicators as screening tool (inspired by the model screening tool used in Bhutan's Gross National Happiness) or using the indicators as an impact assessment tool, (the Critter Count example)
- Indicators of P7010 are focused on the impact on the wellbeing of individuals impacted by the organisation rather than the organisation's ethics per se, though other IEEE working groups are focused on design and privacy/transparency issues.
 - P7010 is not focused on an organization's ethics or morals. P7000 is tackling those types of issues and it's not in our remit. Understanding their may be crossover in interpretation regarding ethics (re how and which WB metrics are utilized for a product etc) the KPI's for success for P7010 are:
 - Awareness: do people using P7010 know more about WB metrics than they did before?
 - Guidance: If they know about WB metrics but didn't understand how they relate to A/IS, we are working to help clarify the connection so users can be guided towards metrics that will help increase user and environmental wellbeing.
 - Change: Once users are aware how their A/IS product has improved WB for users or the environment and have data to prove this, that data and info can be used by metrics creators and future users of P7010. This is aspirational but a goal.
- The aim in July is to complete the community, culture and education sections of the indicators asks for those who have interest in these areas to get involved

8. Implementation Subgroup Update, Daniel Schiff

- The team's work is currently at an exploratory stage:
 - Identify the types of organisations that would use AI, context of these organisations, different cultures, user taxonomies, taxonomies of AI
 - Identify case studies and contexts for users
 - Identify the demographics/geography of WG members to document contributor backgrounds and values they bring to the project
- The project will then apply the indicators formed by Laura's group to create an impact assessment process
 - To see, for instance, at which stage will the impact assessment tool be needed for a project manager or developer working on an AI product.

9. New Business

- WG Administration
 - There are many subgroups, making it difficult for new people to piece together how P7010 functions. This confusion is enhanced by the use of multiple platforms to communicate and store information: iMeet/webex/Google Drive
 - Is there a possibility of running a session that introduces people to all these tools?

- **Action:** Laura / Christy will discuss this.
- The long nomenclature in iMeet makes it difficult to read what the document is. The document titles in iMeet be should shorter so as to make it easier to navigate.
- Can we standardising subject headings in emails, include a link that allows people to find out time in own time zone in meeting emails, attaching past meeting minutes in agenda email
- **Action: Christy, Laura, Colleen and John** will work on these issues. We can put something on joining subgroups on Wordpress/iMeet.
- The narrative around the IEEE P7010 project
 - There are IEEE guidelines on telling the IEEE P7010 project story.
 - **Action:** Christy could present on relevant Guidelines or another IEEE legal person could do this at the next meeting
- Access procedure for P7010
 - **Action:** someone from IEEE will address these

10. Future Meetings

- 30 July 2018 5:00 pm - 7:00 pm EDT
- 29 August 2018 10:00 am - 12:00 pm EDT

11. Adjourn

The meeting was adjourned at 12:00 pm

Attendees:

Last Name	First Name	Employer/Affiliation	Voting
Borenstein	Jason	Georgia Institute of Technology	x
Brown	Bud	Self	
Calvo	Rafael	University of Sydney	
Chaudhuri	Abhik		
Chen	Colleen	Self	x
Coget	Aymee	Happiness for HumanKind	x
Dambrot	Stuart Mason	Self	x
Egawa	Takashi	NEC	
Gunsch	Gregg	Self	x

Havrda	Marek	GoodAI	
Hutson	Matthew	Self	x
Moakler	Dean	BT Systems	
Ozulu	Necati Doruk	EFOSS Consulting, Trade and Industrial Corp.	x
Pratt	James	AT&T	x
Rivers	Rod	Self	x
Schiff	Daniel	GA Tech	x
Stenfors	Sari	Augmented Leadership Institute	
Tikasz	Laszlo	Bechtel Canada	
Towne	Ben	Self	x
Underwood	Mark	Synchrony Financial	x
Villeneuve	Sarah	Self	