

IEEE P7010 Working Group Meeting
27 September 2018, 10:00 AM – 12:00 PM (EDT)
Teleconference

Notes provided by Christy Bahn

1. Call to Order

The meeting was called to order at 10:04 AM (EDT) by the Working Group Chair, John C. Havens.

2. Roll call of Individuals

A quorum was not reached. There were 12 voting members present. Christy noted that we could not approve the agenda or the meeting minutes. There would also be no official meeting minutes but notes taken. At the October meeting if there is a quorum the August 24th meeting minutes can be approved.

3. Approval of Agenda

A quorum was not reached.

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

The call for patents was raised; no one raised any issues.

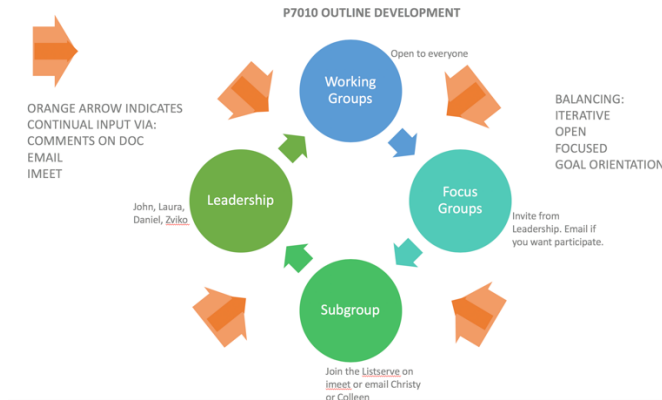
5. Approval of August 24th Meeting Minutes

A quorum was not reached. Agenda item will be on the October agenda.

6. Update on process for developing outline: Leadership, small groups, subgroups, entire group; next iteration - John and Laura

It was noted that the subgroups are to implement specific tasks. Subgroups are open to all. They meet between working group meetings. Leadership team (John, Laura, Zviko, Daniel) meet to discuss strategy and implement working group input and feedback. Leadership convenes small groups, which are invitational calls that focus on time bound specific aspects of the standard. Anyone can propose a small group with a specific focus.

Graphic of process:



Subgroups reorg: bringing domain and indicators into implementation, with opening for small groups from subgroup to focus on developing content for outline when it is ready – Daniel and Laura

The domain and indicator subgroup has finished the selection process, and is being melded into the implementation group. If anyone from the domain and indicators group does not want to continue in the subgroup, they should notify Christy and Colleen. The email P7010-AI-SG@ieee.org will be used for the one subgroup from here on.

Action Item: Christy will send out instructions to join the subgroup email reflector.

The Domain and Indicator subgroup is winding down, at least that phase of it and will merge the 2 subgroups together.

Action Item: Christy to work with Laura to see if a new mailing list is needed for the merged subgroups or if we can use one of the existing one.

Laura thanked the groups for all of their hard work.

7. Update on next meetings for subgroup, inform of way to get involved – Daniel

Covered in agenda item 7

8. Standard types: status of discussion report - John and Zviko
There will be a deep dive on this topic at a future WG meeting.

Per the [IEEE-SA Standards Board Operations Manual](#), **1.2 Types of IEEE standards**

IEEE standards are classified as:

- *Standards*: documents with mandatory requirements.*

- *Recommended practices*: documents in which procedures and positions preferred by the IEEE are presented.
- *Guides*: documents in which alternative approaches to good practice are suggest but no clearcut recommendations are made.
- *Trial-Use documents*: publications in effect for not more than three years (see 5.7). They can be any of the categories of standards publications listed above.

*Mandatory requirements are generally characterized by use of the verb "shall", whereas recommended practices normally use the word "should." See the IEEE Standards Style Manual for further information.

The WG leadership will have a call with Christy to find out more on these different types of IEEE standards. A call with Christy to find out the parameters of what

Zviko noted that currently we are doing our work on the PAR which is labeled as a standard. Use of the language is going to be critical and important.

9. Going over outline: Laura and Daniel
Laura reviewed the outline.

Laura noted the possibility to have a newcomer orientation on the project every other meeting for a ½ hour.

10. Next steps for process for developing outline: Laura and Daniel
Covered in agenda item 6.

11. Future Meetings
TBD WG officers will work on this.
Next WG Meeting 10/26.

12. Adjourn
Meeting was adjourned at 11:30 AM (EDT)

Attendees

First Name	Last Name	Affiliation	Officer
Marc	Bohlen	Association for Computing Machinery (ACM)	
Renee	Bunnell	Self	

Aymee	Coget	Happiness for HumanKind	
Ron	Giblin	Self	
Gregg	Gunsch	Self	
John	Havens	Consultant	Chair
Matthew	Hutson	Self	
Rafael	Khazani	Self	
Zviko	Murahwi	Independent	
			Vice- Chair
Laura	Musikanski	Happiness Alliance	
Chintan	Oza	Self	
James	Pratt	AT&T	
Rod	Rivers	Self	
Daniel	Schiff	GA Tech	
		Augmented	
Sari	Stenfors	Leadership Institute	
Mark	Underwood	Synchrony Financial	
Bahn	Christy	IEEE-SA (staff)	