

IEEE P7010 Working Group Meeting
Draft Minutes
17 January 2019, 10:00 AM – 12:00 PM (EST)
Teleconference
(Minutes Recorded by Christy Bahn)

1. Call to Order

The meeting was called to order at 10:08 AM (EST). A quorum was established and noted.

2. Roll call of Individuals and Affiliation

The list of attendees present is attached.

3. Approval of Agenda

Motion to approve the meeting agenda. (Mover: Daniel Schiff, Second: Alice Edwards). 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. Spreading the word: guidelines from IEEE for talking, writing, sharing about P7010

- a. Short paper – written by Laura, John & Gregg. Gives an overview of the project, process and indices on which the standard draws. WG members asked to use the paper to get the word out to gain more WG members. You can find the short paper [here](#) and a vid about the project as well.

6. General updates

a. Editing and Content Timeline - Zviko

- i. First Draft by Editors: Laura & Zviko on the [google doc](#) which one must have attended at least one working group meeting & asked Christy to join iMeet to view.
- ii. Timeline: Christy explained:
The entire process could take anywhere from 3 to 6 months.

Step One: Working Group Approval

Per the WG P&Ps, requiring approval by a two-thirds vote from the voting members of the WG, approval to move the draft standard to the Standards Committee (SMC/SC) for IEEE SA ballot

* This can be done at a WG meeting or via email letter ballot, usually open for 7-14 days.

Step Two: Standards Committee Approval

After the WG approves to move the draft to SA ballot the Standards Committee, SMC/SC will need to approve the draft to go to SA ballot.

* The vote will be conducted via email ballot, usually open for 7-14 days.

Step Three: Invitation to ballot (concurrent with Step Four)

The invitation to ballot is open for 30 days. Interested participants sign up to ballot on the draft. You must have a [myProject](#) account (it's Free) and express an interest in the working group, in myProject in order to receive an invite (Christy will provide more details on this via email). the

Step Four: Mandatory Editorial Coordination (MEC) (concurrent with Step Three)

Mandatory Editorial Coordination is required prior to the start of an SA Ballot in order to ensure conformance with IEEE requirements. All copyright permission letters must be submitted at this time. Review of your draft and permission letters will reduce the number of recirculations and help to avoid delays in approval or possible rejection at RevCom.

The MEC can take up to 30 days.

Step Five: SA Ballot Opens

The ballot is open for 30 days and takes place in myProject. Participants that signed up for the ballot when the invitation period was open will receive an email that the ballot is now open.

Must have 75% response rate

Must have 75% approval rate

Step Six: Comment Resolution Period (we decide timelines)

P7010 leadership forms a **Ballot Resolution Committee (BRC)** to look at and address all comments. The BRC addresses comments by accepted, rejected, or revised.

*Christy will provide another presentation the WG Officers and BRC on addressing the comments once the ballot has closed.

Step Seven: Ballot recirculation

The recirculation is open for 10 days. The recirculation is to address the comments that were received on the initial draft. A clean and redline version is supplied and a cover letter summarizing the changes.

May have multiple circulations. During the recirc balloters can only comment on the changes, that is why a redlined version should be supplied. New comments may be added but can reject based on out of scope as it is not about the changes.

Step Eight: Draft submitted to Review Committee (RevCom)

RevCom makes recommendations on the approval or disapproval of standards submitted for IEEE-SA Standards Board approval or adoption.

Approval or adoption requires agreement from RevCom members that RevCom and IEEE-SA Standards Board procedural requirements have been satisfied.

NesCom/RevCom Submittal

Deadlines:

18 December 2018

08 February 2019

22 March 2019

03 May 2019

26 July 2019

17 September 2019

*WG goal is to submit by 26 July deadline.

Step Nine: Standards Board Approval

Depending on when the SASB meetings are after RevCom this could take a day or two after RevCom up to 2 weeks.

Step Ten: Publishing Process

SA Editor then works with Chair and Tech Editor for finalizing

iii. Next step goals:

- Hackathon/Collaborative Editing for editing - two days of 2 hour meetings each day
 - Jan 29 9 pm - 11 pm PT /Jan 30th 1 pm - 3 pm Shanghai time / Jan 30 4 pm Sydney Time
 - Feb 1st 9 am - 11 am PT/ 6 pm Paris Time /7 pm South Africa Time
 - Feb 1st: 6 pm - 8 pm PT/Feb 2 10 am - noon Shanghai time/Feb 2 1 pm Sydney Time
 - Feb 2nd: 9 am - 11 am PT6 pm Paris Time /7 pm South Africa Time

Please adjust to your time zone. All meetings will be held on Zoom technology. We will focus on sections 5 and 6 the first two sessions, and then go from there. The link will be sent out before the meetings,

use this link: <https://zoom.us/j/585888897>

Note you need to be able to access the computer screen via this link to participate meaningfully, Phone access can be had as well but you do need the screen access:

One tap mobile

+16699006833,,585888897# US (San Jose)

+16465588656,,585888897# US (New York)

Dial by your location

+1 669 900 6833 US (San Jose)

+1 646 558 8656 US (New York)

Meeting ID: 585 888 897

Find your local number: <https://zoom.us/j/artOG11j>

7. Review of P7010 draft

Laura reviewed a few sections of the draft.

8. Indicators - Laura and Renaud

Issue of required indicators raised, starting with Satisfaction With Life, as this measure is used by scientists to gauge impacts of any domain or satisfaction in a domain with well-being. Issue of other indicators to be required was raised.

9. Scenarios (15 mins total)

a. Bogdana Rakova: Stakeholder scenarios for small shop for large governments

Bogdana presented the wellbeing indicator exploration tool.

b. James Pratt: A scenario on how AI can be used in application of WIA (section 7) for continual data collection, processing, and for automated responses.

10. New Business

11. Future Meetings

a. Working Group

i. February 19th 5:00 - 7:00 PM EST

ii. March 20th 10:00 AM - 12:00 PM EST

12. Adjourn

The meeting adjourned at 12:00 PM (EST).

Attendees:

First Name	Last Name	Affiliation	Role	Officer
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Marc	Bohlen	University of Buffalo	V	
Bud	Brown	Mercyhurst University	P	
Bahn	Christy	IEEE-SA (staff)	S	
Aymee	Coget	Happiness for HumanKind	V	
Alice	Edwards	Walden University	V	
Anat	Fanti	Self	P	
Carroll	Fiona	Cardiffmet University	P	
Renaud	Gaucher	Self	P	
Gregg	Gunsch	Self	V	
John	Havens	Consultant	V	Vice-Chair
Marek	Havrda	GoodAI	V	
Andrew	Kemendo	Self	P	
Michael	Lennon	Self	V	
Matteo	Marini	Self	V	
Zviko	Murahwi	Independent	V	
Laura	Musikanski	Happiness Alliance	V	Chair
Necati Doruk	Ozulu	EFOSS Consulting, Trade and Industrial Corp.	V	
Carfantan	Paul-Marie	Self	P	
James	Pratt	AT&T	V	
Bogdana	Rakova	Samsung Research America, Assembly BKC Harvard Law School	P	
Daniel	Schiff	GA Tech	V	
Mark	Underwood	Synchrony Financial	V	
Sarah	Villeneuve	Self	P	

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