

IEEE P7000 Working Group Meeting
Draft Minutes
13 September 2019 / 9:00 A.M. – 11:00 A.M. (EDT)
Teleconference

Meeting Minutes recorded by the Working Group Secretary, Zvikomborero Murahwi

1. Call to Order

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

2. Roll call and Disclosure of Affiliation

Members (existing and new) were welcomed and requested to record their presence by sending their full names, affiliation and email addresses to the Secretary or Christy via the meeting chat chart. The list of attendees present is attached.

3. Approval of Agenda

Motion to approve the agenda. (Mover, Rob Schaaf; Second, Tony Gillespie). The agenda was approved as presented without objection.

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

The call for patents was raised; no one raised any concerns or any comments for consideration.

5. Approval of July 19th Meeting Minutes

Motion to approve the July 19th meeting minutes. (Mover, Gisele Waters; Second, Ruth Lewis). The July 19th meeting minutes were approved without objection.

6. Matters arising from minutes of the previous meeting

Nothing to report.

7. Process Subgroup Update, Vicky Hailey

Vicky gave a presentation and brought the following to the attention of the WG

- Membership of the Processes Subgroup(PSG) had grown to 15.
- The subgroup was seeking WG approval for allocation of more time for commenting on the P7000 Draft 2.
- The PSG would like to work with other subgroups particularly Ethics to structure the process narrations so that they are aligned to the Systems Engineering life cycle.
- Other issues to be addressed through the exercise would include Process Flow, Process Purpose and Process Outcomes to resolve structural and foundational problems identified in the P7000 draft.

Annette generally agreed with issues raised but felt that the structural issue was not a problem. Annette noted that P7000 was a processes standard phrased at project level. It is not a product standard. She explained that ISO 15288 and ISO 12207 were normative standards implying that

for P7000 we would need pick up 15288 and 12207 processes applicable to it (P7000). P7000 full conformance with 15288 and 12207 could be considered but would be hard to achieve.

Annette felt that we could get to D3 balloting much earlier than February 2020 i.e. much faster than the move from D1 to D2.

8. Overview of P7000 History & Issues to D2, Sarah Spiekermann

Sarah gave a detailed presentation on the History of P7000 to Draft 2. In concluding her presentation, Sarah made the following recommendations:

- All comments submitted on D2 would be attended to.
- Sections 12 and 13 of D2 to be revised and have all processes cleaned up.
- We must seek extension of the PAR to ensure that our work matches that of the PAR and that we don't have confusion amongst ourselves.
- She would support the overhauling of the P7000 draft by an experienced standards professional like Annette to improve the wording and structure of the document.

9. Update from Technical Editor on the second WG Draft D2, Ali Hessami

Ali provided an update to explain where we are, what is happening and where we are going.

- a. Ali initially thought that D2 was the best endeavor of authoring groups comprising of Ethics, Risk, Ontology and Systems of Systems Subgroups. His decision to request for a move of D2 to voting had been made based on feedback from the subgroups that they had responded to comments in CRC file to the best of their ability.
- b. The August meeting was cancelled because it had been scheduled to take place soon after the release of D2 and there were pending holidays in between. The cancellation was debated during the July 19 WG Meeting. It was felt that WG members would need more time to go through D2 before any debate or submission of comments around the draft.
- c. To take the next steps from D2
 - Ali understood that he was accountable for flaws and gaps and the structural failure not taken into account;
 - The date to close receipt of comments had been set for end of August 2019.
 - The WG would require someone to consolidate comments received into a CRC as was done by Gisele for D1. Gisele can no longer continue.

Annette noted that meeting cancellation as was done for the August meeting should be avoided as it can affect membership status for some WG members especially those seeking to move up e.g. to voting status. We need someone who will consolidate all the comments into a single document like Gisele did for comments made for D1. We need to agree on a time period for receiving and disposing comments. Annette proposed Sept 20 as closing date for receiving comments

Jennifer noted that disposition of comments by simply recording them as "NOTED" was unsatisfactory or insufficient. This had left the comments she had raised for D1 unresolved. Ali acknowledged the complaint and agreed to take Jennifer's comments up and have then considered during D2 comments resolution.

Annette made a motion to close the submission of comments on D2 to September 20. The motion was seconded by Rob Schaaf. There was a discussion and Vicky made a motion to amend the comment period to September 30 citing the need to give new members more time to familiarize themselves with D2. A discussion took place. A vote was done amongst the voting members of the WG to close the commenting period on September 30th, the motion passed.

IEEE SA staff volunteered to support and lead putting together resources for consolidating the comments submitted into the CRC. Once consolidation is completed it will be shared with the WG.

10. Updated Scope Discussion

Due to lack of time this agenda item was not discussed and will be placed on the October 18th agenda.

11. Discussion on the Way Forward

Due to lack of time this agenda item was not discussed.

12. New Business

13. Future Meetings

- 18th October, 2019, 9:00 A.M. – 11:00 A.M. (EDT)
- 15th November, 2019, 9:00 A.M. – 11:00 A.M. (EST)
- 13th December, 2019, 9:00 A.M. – 11:00 A.M. (EST)

14. Adjourn

The meeting adjourned at 11:11 AM (EDT).

Attendees:

First Name	Last Name	Affiliation	Role	Officer
Gino	Almondo	Independent	NVM	
Christy	Bahn	IEEE Standards Association	S	
Bernd	Blobel	University of Regensburg, Germany	NVM	
Matthew	Ceglia	IEEE Standards Association	S	
Ana	Chubinidze	Self	NVM	
Jennifer	Costley	Self	V	
Feyzan	Dalay	Sikorsky	V	
Andrey	Fajardo	Self	V	
Tony	Gillespie	Robotics and Automation	V	
Lewis	Gray	Abelia Corporation	V	
Beiyuan	Guo	Beijing Jiaotong University	NVM	
Paul	Hacker	Wabtec Railway Electronics	V	
Victoria	Hailey	The Victoria Hailey Group Corporation (VHG)	V	
Hongmei (Mary)	He	Cranfield University, UK	NVM	
Ali	Hessami	Vega Systems-UK	V	Chair

Edmund	Kienast	Australian Digital Health Agency	V	
Ruth	Lewis	Swinburne University of Technology	V	
Gerri	Light	Western Governors University	NVM	
Emile	Mardacany	Self	V	
Zvikomborero	Murahwi	Independent	V	Secretary
Matthew	Newman	Self	NVM	
Alexander	Novotny	Independent	V	
Randy	Rannow	Silverdraft Supercomputing	NVM	
Annette	Reilly	Unaffiliated	V	
Dina	Salah	Sadat Academy for Management Science	V	
Robert	Schaaf	AgilityXL	V	
Sam	Sciacca	IEEE Standards Association	S	
Sarah	Spiekermann	Vienna University of Economics and Business	V	Vice-Chair
Ozlem	Ulgen	Birmingham City University, UK	V	
Mark	Underwood	Krypton Brothers	V	
Altaz	Valani	Security Compass	NVM	
Richard	Veryard	Independent	NVM	
Michelle	Victor	Pennsylvania State University Applied Research Laboratory	V	
Alan	Wagner	The Pennsylvania State University	NVM	
Gisele	Waters	Symbiotca LLC	V	
Till	Winkler	Vienna University of Economics and Business	NVM	