

IEEE P7000 Working Group Meeting
Draft Minutes
17 January 2020 / 9:00 A.M. – 11:00 A.M. (EST)
Teleconference

Meeting Minutes Recorded by Zviko Murahwi, P7000 WG Secretary

1. Call to Order

The meeting was called to order at 9:02 AM (EST). A quorum was established.

2. Roll call and Disclosure of Affiliation

The list of attendees present is attached.

3. Approval of Agenda

Motion to approve the agenda. (Mover, Gisele W.; Second, Randy R.). The agenda was unanimously approved as presented without objection.

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

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

5. [IEEE Copyright Policy](#)

The WG Chair reviewed the IEEE copyright policy.

6. Approval of December 13th Meeting Minutes

Motion to approve the December 13th meeting minutes. (Mover, Gisele W.; Second, Randy R.). The November 15th meeting minutes were unanimously approved without objection.

7. Working Group Chair & Technical Editor Update, Ali H.

Summarized resolutions from discussions during the Dublin meetings as these would have a bearing on how D3 would look. Key amongst these were:

- Catering for Agile methods in P7000
- That references would not be normative
- P7000 Conformance requirements: Both outcomes and activities.
- Definitions issues e.g. Value Quality
- The new proposed P7000 Process Model and Risk Based Design.
- Work Allocations to produce D3
- Preparing for balloting.

8. CRG Update, Annette R.

a) Annette took the WG through the presentation posted on iMeet Central- CRG Report: <https://ieeesa.imeetcentral.com/7000-emelc-wg/folder/WzIwLDEyNTM2NzY5XQ/WzIsNjcyODQ5MzJd/>

- Special mention and thanks to Ben and Lee – WG members (not CRG members) who participated in the Dublin meeting.

- Agility catered for in P7000 without the use of the term Agile (There are differences in understanding of the term Agile). The term iterative used instead.
- WG resolution not to exclude military system implemented
- New proposed P7000 Process diagram was presented and shown to have 6 Processes. Arrows excluded to avoid prescribing sequencing in processes. Sequencing would be decided by the P7000 user.
- New P7000 Concept diagram was presented as proposed replacement of Fig 3 in D2.
- Conformance to P7000 would require conformance to both outcomes and activities.
- Some special terminology adoptions: Value Quality dropped and Core Value and Value were adopted; Value Lead to replace Value Expert
- Explained planned revisions for Annexes.
- Explained the new structure of P7000 – to have 6 Process Clauses.
- Schedule of work and activities to D3 presented
- Explained that balloting invitation sent out last year may not be valid when D3 goes for balloting. Should this be the case a new balloting invitation would be sent out.
- Responded to and addressed queries raised through the chat window

b. - CRG Final Dispositions: <https://ieee-sa.imeetcentral.com/7000-emelc-wg/folder/WzlwLDEyNTM2NzY5XQ/WzlsNjcyODQ5MzFd/>

- All D2 comments have been responded to.
- Filters applied to document for special navigation and therefore members working through the document would need to look out for these(filters) to ensure that nothing is missed.
- D3 will be formally produced only after approval of comments resolutions.

9. Speakers Corner

a. Significance of draft D2 Comments Submitted, Rob S.

- Gave his views about the consequences if three particular issues/comments raised were not to be resolved.

10. New Business

11. Future Meetings

- 20 February, 9:00 AM – 11:00 AM (EST)
- 13 March, 9:00 AM – 11:00 AM (EDT)
- 17 April, 9:00 AM – 11:00 AM (EDT)
- 15 May, 9:00 AM – 11:00 AM (EDT)
- 19 June, 9:00 AM – 11:00 AM (EDT)
- 16 October, 9:00 AM – 11:00 AM (EDT)
- 20 November, 9:00 AM – 11:00 AM (EST)
- 18 December, 9:00 AM – 11:00 AM (EST)

12. Adjourn

Meeting adjourned at 1027 Hours EST.

Attendees:

First Name	Last Name	Affiliation	Role	Officer
Christy	Bahn	IEEE Standards Association	S	
Ben	Bland	Sensum	NVM	
Barbara	Bohr	HSR Hochschule für Technik Rapperswil/Switzerland	V	
Jennifer	Costley	Self	V	
Ashwin	Daine	Independent	NVM	
Feyzan	Dalay	Sikorsky	V	
Andrey	Fajardo	Self	V	
Tony	Gillespie	Robotics and Automation	V	
Lewis	Gray	Abelia Corporation	V	
Beiyuan	Guo	Beijing Jiaotong University	V	
Victoria	Hailey	The Victoria Hailey Group Corporation (VHG)	V	
Ali	Hessami	Vega Systems-UK	V	Chair
Edmund	Kienast	Australian Digital Health Agency	V	
Catherine	Menon	University of Hertfordshire	NVM	
Zvikomborero	Murahwi	Independent	V	Secretary
Matthew	Newman	Self	V	
Freddy	Pirajan	District University FJC, Colombia	NVM	
James	Pratt	AT&T's Chief Data Office	NVM	
Ann	Racuya-Robbins	World Knowledge Bank	NVM	
Sridhar	Raghavan	Independent	V	
Randy	Rannow	Silverdraft Supercomputing	V	
Annette	Reilly	Unaffiliated	V	
Robert	Schaaf	AgilityXL	V	
Sarah	Spiekermann	Vienna University of Economics and Business	V	Vice-Chair
Richard	Veryard	Independent	V	
Michelle	Victor	Pennsylvania State University Applied Research Laboratory	V	
Gisele	Waters	Symbiotica LLC	V	
Till	Winkler	Vienna University of Economics and Business	V	

Role Legend	V = Voting Member	
	NV = Non-voting Member	
	S = Staff	