

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

*Meeting Minutes Recorded by Zviko Murahwi, P7000 WG Secretary*

- **Call to Order**  
The meeting was called to order at 9:00 AM (EST). A quorum was established.
- **Roll call and Disclosure of Affiliation**  
The list of attendees present is attached.
- **Approval of Agenda**  
***Motion to approve the agenda.*** (Mover, Randy R.; Second, Gisele W.). The agenda was unanimously approved as presented without objection.
- **Call for Patents ([Patent Policy](#))**  
The call for patents was raised; no one raised any concerns or comments for consideration.
- **[IEEE Copyright Policy](#)**  
The WG Chair reviewed the IEEE copyright policy.
- **Approval of January 17<sup>th</sup>, 2020 Meeting Minutes**  
***Motion to approve the January 17<sup>th</sup>, 2020 meeting minutes.*** (Mover, Randy R.; Second, Gisele W.). The January 17<sup>th</sup> amended meeting minutes were unanimously approved.
- **S2ESC Observer**  
IEEE Computer Society/Software and Systems Engineering Standards Committee supports P7000. The S2ESC Chair has assigned S2ESC members to active projects to assist where needed. Bob Aiello was assigned to P7000. Christy B. remains the Program Manager for P7000 and will work with Bob if assistance is needed.
- **Update on CRG Activities, Annette R.**  
Annette took the WG through the CRG work progress presentation and covered the following:

That as previously brought to the attention of the WG at the January 17 WG meeting and through the day's agenda, the CRG would seek a vote to approve the D2 comments dispositions. (noting that resolving comments on D2 would produce a D3 draft ready to send for balloting).

The CRG's acceptance and handling of the two additional comments submitted by some WG members via email after the comments disposition document had been compiled.

The presentation articulated how P7000 didn't need to conform to any standard and how some activities would be added in appropriate clauses to resolve the 2-Domain issue

The presentation would be circulated to WG members and made available on iMeet.

- **Comments an Feedback from the Members**

Clarity was provided on reference to other standards and clarification on the use of the term “value demonstrators”. There was also emphasis on the need to ensure inclusion of activities to prioritize core values.

- **Possible Vote on Draft 2 (D2) Comments Dispositions**

Annette made the motion to approve the D2 comments dispositions from the CRG. Seconded by , Lee B.

An individual vote of the voting members was done. The motion passed to approve the D2 comments dispositions from the CRG.

- **New Business**

Christy explained the requirements to go to balloting and what members would need to qualify to participate and would provide a follow-up email on the process.

- **Future Meetings**

- 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)

- **Adjourn**

Meeting adjourned at 1040 Hours EST.

**Attendees:**

First Name	Last Name	Affiliation	Role	Officer
Christy	Bahn	IEEE Standards Association	<b>S</b>	
Lee	Barford	University of Nevada	<b>V</b>	
Barbara	Bohr	HSR Hochschule für Technik Rapperswil/Switzerland	<b>V</b>	
Jennifer	Costley	Self	<b>V</b>	
Colleen	Dorsey	University of St. Thomas	<b>NVM</b>	
Andrey	Fajardo	Self	<b>V</b>	
Lewis	Gray	Abelia Corporation	<b>V</b>	
Beiyuan	Guo	Beijing Jiaotong University	<b>V</b>	
Victoria	Hailey	The Victoria Hailey Group Corporation (VHG)	<b>V</b>	
Hongmei	He	Cranfield University-UK	<b>NV</b>	
Ali	Hessami	Vega Systems-UK	<b>V</b>	<b>Chair</b>
Edmund	Kienast	Australian Digital Health Agency	<b>V</b>	
Emile	Mardacany	Self	<b>V</b>	
Zvikomborero	Murahwi	Independent	<b>V</b>	<b>Secretary</b>
Alexander	Novotny	Independent	<b>V</b>	
Freddy	Pirajan	District University FJC, Colombia	<b>NVM</b>	
Sridhar	Raghavan	Independent	<b>V</b>	
Randy	Rannow	Silverdraft Supercomputing	<b>V</b>	

Annette	Reilly	Unaffiliated	<b>V</b>	
Robert	Schaaf	AgilityXL	<b>V</b>	
Giuseppe	Spampinato	STMicroelectronics Italy	<b>V</b>	
Sarah	Spiekermann	Vienna University of Economics and Business	<b>V</b>	<b>Vice-Chair</b>
Gisele	Waters	Symbiotica LLC	<b>V</b>	
Till	Winkler	Vienna University of Economics and Business	<b>V</b>	

<b>Role Legend</b>	<b>V = Voting Member</b>	
	<b>NV = Non-voting Member</b>	
	<b>S = Staff</b>	