

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

Meeting Minutes Recorded by Zviko M., P7000 WG Secretary

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

The list of attendees present is attached.

3. Approval of Agenda

Motion to approve the agenda. (Mover, Annette R.; Second, Gisele W.). 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 February 20th, 2020 Meeting Minutes

Motion to approve the February 20th, 2020 meeting minutes. (Mover, Gisele W.; Second, Lee B.). The February 20th meeting minutes were unanimously approved.

7. Overview of the Balloting Process, Christy Bahn

Christy gave a PowerPoint presentation to update WG members on the balloting process. She covered the following:

- The purpose of the balloting process and why it is important for WG members and stakeholders,
- How to submit comments,
- The responsibilities of balloters,
- How to join the balloting group,
- Required approval levels (75%).

Members with queries were advised to contact Christy.

A copy of the presentation was available on the IEEE website.

8. Approve the comments dispositions on P7000 draft D3 **possible vote*

Annette took the WG through the CRG work progress presentation and covered the following:

- Reminder of the CRG Charter and current membership
- Consensus reached
- Reminder that approval of the comments disposition would be sought
- Reminder that approval for D3 to go to balloting would be sought
- What the CRG had done and would do to ensure consistency with the balloting rules outlined earlier by Christy.

- Explanation of why major changes to content would not be considered.
- Impact of not approving D3 to go for balloting
- Explanation that this meeting would not look at editorial comments
- The main areas commented on (Values, Risk Management Process, involvement of values lead)
- Explanation of what could potentially slow down the move to balloting i.e. legal review which was already underway and the diversity of the balloting group.

Annette took the WG through the comments resolutions except for the editorial ones.

Motion to approve the D3 comments dispositions from the CRG. (Mover: Annette R., Second: Randy R.)

An individual vote of the voting members was done. The motion passed to approve the D3 comments dispositions from the CRG

9. Approval to move draft D3 to the Standards Committee for IEEE SA Ballot.

Motion to approve to move draft D3 to balloting. (Mover: Annette R., Second: Randy R.)

Sarah and Emile abstained. There were no objections. The motion passed to approve D3 to move to the Standards Committee for IEEE SA Ballot.

10. New Business

Randy R. advised the WG that the upcoming Super Computing Conference would touch on Ethics. WG members interested e.g. in presenting, could contact Randy.

11. Future Meetings

Value of future meetings during balloting would be worked out.

- 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 1047 Hours EST.

Attendees:

First Name	Last Name	Affiliation	Role	Officer
Christy	Bahn	IEEE Standards Association	S	
Lee	Barford	University of Nevada	V	
Barbara	Bohr	HSR Hochschule für Technik Rapperswil/Switzerland	V	
Ravi	Chivukula	HeartHealth Technologies, Bangalore	NVM	
Ana	Chubinidze	Self	NVM	
Feyzan	Dalay	Sikorsky	V	
Andrey	Fajardo	Self	V	
Maeva	Ghonda	UM Ventures	NVM	
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	
Ruth	Lewis	Independent	V	
Gerri	Light	Western Governors University	NVM	
Emile	Mardacany	Self	V	
Zvikomborero	Murahwi	Independent	V	Secretary
Alexander	Novotny	Independent	V	
Freddy	Pirajan	District University FJC, Colombia	V	
Randy	Rannow	Silverdraft Supercomputing	V	
Annette	Reilly	Unaffiliated	V	
Robert	Schaaf	AgilityXL	V	
Giuseppe	Spampinato	STMicroelectronics Italy	V	
Sarah	Spiekermann	Vienna University of Economics and Business	V	Vice-Chair
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	