

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

Meeting Minutes Recorded by Zviko Murahwi, P7000 WG Secretary

1. Call to Order

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

2. Roll call and Disclosure of Affiliation

A list of attendees present is attached.

3. Approval of Agenda

Motion to approve the agenda. (Mover, Gisele W.; Second, Andrej F). 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 June 19th Meeting Minutes

Motion to approve the June 19th meeting minutes. (Mover, Gisele W.; Second, Andrej F). The June 19th meeting minutes were unanimously approved.

7. Update on the current status, Ali Hessami

Ali gave a detailed update giving attention to the following:

- The need for a response to the call through some balloters to delete clause 11 (Risk Management Process). Three (3) options on how to deal with the content had since emerged as follows: Delete section 11 and relocate content to clauses 10, 7, 8 and 9; Delete clause 11 with no further modification for clause 11; Keep clause 11 and address comments in D3.
- Possible consequences of deleting clause 11 when the draft had already achieved 75% approval. Whatever steps the WG takes, efforts would need to be made to avoid loss of votes.

The WG discussed the pros and cons of deleting clause 11. Some of the issues raised were

- The challenges small entities would face when using the standard with Risk Management in its current form.
- The appearance to the Ballot Group and the possible loss/gain of votes with the draft already at 75% approval rate.
- The importance of Risk Management in any project and hence the importance of adequately catering for risk in P7000.

To obtain some consensus on guiding the CRG on how to proceed with comments on deleting clause 11, a straw poll was conducted and produced the following results:

- Delete section 11 and relocate content to clauses 10, 7, 8 and 9 – **17 votes**
- Delete clause 11 with no further modification for clause 11 – **1 vote**
- Keep clause 11 and address comments in D3- **4 votes**

In line with the results of the straw poll, the CRG Chair agreed to immediately put together a team to do the required rewriting.

8. CRG Activities Progress Report, Sam Sciacca

Sam reported on the progress made by the CRG subgroups and announced that Team 1 would immediately stop work on comments relating to clause 11 and make way for implementation of the work and decisions which came out of the results of the straw poll.

CRG weekly update meetings would continue as per the current schedule.

9. Future Meetings

The WG agreed to Annette’s suggestion for a September meeting.

- 21 August, 9:00 AM – 11:00 AM (EDT)
- 18 September, 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)

10. Adjourn

The meeting ended at 10:40 AM.

Attendees:

First Name	Last Name	Affiliation	Role	Officer
Christy	Bahn	IEEE Standards Association	S	
Lee	Barford	University of Nevada	V	
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	V	
Victoria	Hailey	The Victoria Hailey Group Corporation (VHG)	V	
Ali	Hessami	Vega Systems-UK	V	Chair
Ruth	Lewis	Independent	V	

Gerri	Light	Western Governors University	V	
Emile	Mardacany	Self	V	
Zvikomborero	Murahwi	Independent	V	Secretary
Rod	Muttram	Independent Consultant	NVM	
Matthew	Newman	Self	V	
Alexander	Novotny	Independent	V	
Freddy	Pirajan	District University FJC, Colombia	V	
Sridhar	Raghavan	Independent	V	
Randy	Rannow	Silverdraft Supercomputing	V	
Annette	Reilly	Unaffiliated	V	
Martin	Saerbeck	TUV SUD Singapore	NVM	
Robert	Schaaf	AgilityXL	V	
Sam	Sciacca	IEEE Standards Association	NVM	
Sarah	Spiekermann	Vienna University of Economics and Business	V	Vice-Chair
Daniel	Varona	Western University	NVM	
Gisele	Waters	Symbiotica LLC	V	
Till	Winkler	Vienna University of Economics and Business	V	

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