

IEEE P7000 Working Group Meeting
Draft Minutes
18 September 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, Randy 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; no one raised any concerns or comments for consideration.

6. Approval of August 21st Meeting Minutes

Motion to approve the August 21st meeting minutes. (Mover, Randy R.; Second, Gisele W). The August 21st meeting minutes were unanimously approved.

7. Update on the current status, Ali Hessami

Ali gave the following explanation to why the day's agenda made provision for straw polls:

- As Chair he believed the WG would need to be consulted for speedy resolutions to any issues raised by CRG Teams and remained unresolved at the CRG level. Currently deliberations around scope and purpose of the standard needed to be finalized for inclusion in D4.
- The work done by Ali and Sam on Clause 1 had been subjected to criticism and therefore consultation on this was necessary.
- Unapproved elimination of content required consultation with the WG.
- PAR extension was inevitable and needed to be submitted by October 13th.

8. CRG Activities Progress Report, Ali Hessami

As the CRG Chair had not joined the meeting, the WG Chair asked the CRG Team Leaders to give reports:

- a. Team 1, Annette Reilly.
 - The team had completed its initial assignment on clauses 10 and 11 and had been allocated another set of comments made by Emile and were in a different format.
- b. Team 2, Lee Barford.
 - The team had completed all comments allocated (to them) by Sam.
- c. Team 3, Ruth Lewis.
 - Team completed all comments except those related to Risk.
 - The team continued to work with other affected teams on correctly placing activity for deriving requirements as this activity relates closely with the Design Process
- d. Team 4, Lewis Gray.
 - The team had completed disposition of its allocation of comments.
- e. Task Group (of Sarah, Lewis and Rob) on relocating clauses from Clause 11, Rob Schaaf.
 - Doodle poll conducted rejected the Team's work product as it produced a re-write of clause 10 and not a relocation of comments as recommended by the WG,
 - The CRG would review the clause 10 draft and if issues remained the WG would be consulted.
- f. Report from the CRG Chair, Sam Sciacca.
 - Explained the need to keep the Standard's scope and PAR aligned and the importance of the purpose statement in making this clear.
 - Outlined the plan for more intense CRG sessions to the speed up the work of the group. The plan would increase duration of sessions from one (1) to two (2) hours and would bring the separate teams into one.

9. Speaker's Corner, Sri R.

Sri was not ready to give his proposed presentation and would be given time at the next meeting.

Emile explained why he felt philosophy needed to be included in P7000.

10. Future Meetings

- 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)

11. Adjourn

Tony G moved to adjourn, Emile M seconded.

The meeting was unanimously adjourned without objection at 10:04 AM (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	
Jennifer	Costley	Self	V	
Feyzan	Dalay	Sikorsky	V	
Andrey	Fajardo	Self	V	
Tony	Gillespie	Robotics and Automation	V	
Lewis	Gray	Abelia Corporation	V	
Victoria	Hailey	The Victoria Hailey Group Corporation (VHG)	V	
Ali	Hessami	Vega Systems-UK	V	Chair
Ali	Hossaini	Dept of Engineering, King's College London	NVM	
D'Orazio	Kate	Independent	NVM	
Ruth	Lewis	Independent	V	
Gerri	Light	Western Governors University	V	
Emile	Mardacany	Self	V	
Zvikomborero	Murahwi	Independent	V	Secretary
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	Self	NVM	
Giuseppe	Spampinato	STMicroelectronics Italy	V	
Mark	Underwood	Krypton Brothers	V	

Altaz	Valani	Security Compass	NVM	
Gisele	Waters	Symbiotica LLC	V	
Porter	Zoe	Self	NVM	

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