

IEEE P7000 Working Group Meeting
Draft Minutes
20 November 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, Rod M). 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 September 18th Meeting Minutes

Motion to approve the September 18th meeting minutes. (Mover, Randy R.; Second, Gisele W). The September 18th meeting minutes were unanimously approved.

7. CRG Activities Report, Ali Hessami

Ali gave a detailed report covering the following:

a. History of the CRG work to explain Sam's resignation as CRG Chair and the work which the CRG had done to resolve the following critical issues which were identified at the time of Sam's resignation;

- Issue 1: Purpose of the P7000 Standard
- Issue 2: Treatment of Clause 1 of the standard
- Issue 3: Implementing the WG decision on Clause 11
- Issue 4: Treatment of Low-High Criticality Value Demonstrators
- Issue 5: Risk Management versus Risk Based Design
- Issue 6: Interfaces between Clauses 9 and 10.

b. The developments in and current status of the CRG's work i.e.

- The adoption of new Collaborative working model (by the CRG) which had proved to be successful.
 - The formation of 2 additional teams (to the 4 which were already there): Team **A** to maintain the Comments Disposition Spreadsheet and Team **B** to incorporate comments resolutions into the new D4 draft
- c. The new CRG working arrangements and targets to:
- Complete the Comments Resolutions exercise and produce the new draft before the WG's end of year meeting in December;
 - Reduce duration of meetings to 90 minutes to make meetings more effective.
- d. Approval of extension of the PAR by one year.

8. CRG Teams Status Updates,

The WG Chair made way for CRG Teams to give reports:

- a. Team 1, Rob Schaaf.
 - The team had completed all its assignments and was waiting for the CRG to approve dispositions for clause 10.
- b. Team 2.
 - The WG Chair reported that the team had completed all comments allocated (to them).
- c. Team 3, Rod Muttram.
 - Team had completed all comments.
- d. Team 4, Lewis Gray.
 - The team had completed disposition of its allocation of comments however these were still to be discussed and approved by the CRG
- e. Team A (Lewis and Annette).
 - All was well – the Comments Resolution document was up to date;
- f. Team B (Rob and Ruth).
 - Work was progressing well;
 - Ruth had been excused for a short while to allow her to attend to pressing needs elsewhere. She would soon start work on the next batch of dispositions;
 - The team expected CRG consensus on most dispositions to be reached by end of November but was concerned about the team size and of the volumes of work the required (from the team) to complete the new draft D4.
 - The WG chair proposed to consult with the team about adding more human resources (to the team) and possibly seek help from the IEEE editorial team.

Sri inquired on availability of comments disposition statistics i.e. accepted/rejected/revise) comments.

Gisele explained the availability of the statistics on iMeet and how these are updated after every CRG meeting.

Rob S made a motion to remove the Risk Register as an artefact of P7000 since clause 11 (Risk Management Process) had been removed from the Standard document. Randy seconded. The motion was not opposed and was therefore approved and endorsed by the WG..

9. Speaker's Corner, Sarah, S.

Prof Sarah Spiekermann and Kathrin Bednar gave a presentation on three case studies which show how P7000 / Value Based Engineering foster values identification. The WG thanked Sarah and Kathrin for the presentation.

Rob S made a motion for WG approval for Sarah and Katrin's publication which formed the basis of the presentation to be included in the list of informative references of the standard. The motion was not opposed and was therefore approved by the WG.

10. Future Meetings

- 18 December, 9:00 AM – 11:00 AM (EST)

- Next year's meetings would be discussed at the end of year WG meeting as these would depend a lot on the progress with D4.
- Emile complained about some cases of short notices of meetings – the WG Chair would look into these.
- Emile proposed the use of the 24 Hour time notation when recording time in WG agendas, meeting minutes etc.

11. Adjourn

Andrey F moved to adjourn, Gisele W seconded.

The meeting was unanimously adjourned without objection at 10:30 AM (EST).

Attendees:

| First Name | Last Name | Affiliation | Role | Officer |
|--------------|-------------|---|------------|-------------------|
| Bernbouzid | | | | |
| Christy | Bahn | IEEE Standards Association | S | |
| Kathrin | Bednar | Independent | | |
| Jennifer | Costley | Self | V | |
| Brandt | Dainow | | | |
| Feyzan | Dalay | Sikorsky | V | |
| Andrey | Fajardo | Self | V | |
| Tony | Gillespie | Robotics and Automation | V | |
| Lewis | Gray | Abelia Corporation | V | |
| Beuyan | Guo | | | |
| Victoria | Hailey | The Victoria Hailey Group Corporation (VHG) | V | |
| Hongmei | He | Cranfield University | V | |
| Ali | Hessami | Vega Systems-UK | V | Chair |
| Ali | Hossaini | Dept of Engineering, King's College London | V | |
| Emile | Mardacany | Self | V | |
| Zvikomborero | Murahwi | Independent | V | Secretary |
| Rod | Muttram | Independent Consultant | V | |
| Alexander | Novotny | Independent | V | |
| Freddy | Pirajan | District University FJC, Colombia | V | |
| Sridhar | Raghavan | Independent | V | |
| Randy | Rannow | Silverdraft Supercomputing | V | |
| Robert | Schaaf | AgilityXL | V | |
| Giuseppe | Spampinato | STMicroelectronics Italy | V | |
| Sarah | Spiekermann | University of Vienna | V | Vice-Chair |
| Altaz | Valani | Security Compass | NVM | |
| Gisele | Waters | Symbiotica LLC | V | |

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

