**IEEE P7001 Working Group**

**Draft Meeting Minutes, 25 November 2019 15:00 – 16:00 London time**

**Recorded by Takashi Egawa, Secretary**

# **Call to Order**

Meeting called to order by Alan Winfield, the chair of the group at 15:03.

# **Quorum**

The quorum was satisfied.

# **Approval of agenda**

The agenda was accepted.

# **Approval of the minutes**

The minutes of 29 October 2091 was approved, with correction from Alan.

# **IEEE Patent Policy**

No one declared patents related to P7001 work.

# **IEEE Copyright Policy**

Alan and Christy explained the copyright policy, which can be found at <https://standards.ieee.org/content/dam/ieee-standards/standards/web/documents/other/copyright-policy-WG-meetings.potx>

1. **Progress report from sub-groups**

Scenario sub-group: 10 scenarios have been collected, 6 are mature, and 4 needs more editing. Nell will decide if these 10 scenarios are sufficient. Helen asked the relationship between use cases and scenarios, and Alan explained that some may be superseded, but he hoped he could keep good ones as much as possible, as scenarios in the main body and use cases are in appendix, the same with other P70xx standards.

Section 5.1 subgroup: Andreas reported that the sub-group had one meeting and the work is progressing. Alan pointed out transparency of everything may not be good for every situation, and the meeting agreed (as shown in Three-mile island nuclear power plant accident).

After the report from the sub-groups, there was a question about the explainability and transparency, and usefulness of flow-chart to comply P7001. The meeting agreed that the nuance of compliance needs to be understood in P7001 because levels and stakeholders are defined, and to achieve highest level of transparency for any stakeholders are not necessary in many cases.

Alan asked if the order of section 5 and 6, or section for normative definition and how to use P7001 is OK. This raised a question if the section how to use P7001 should be in the main body, and it was agreed to keep it as an open question.

# **Progress of the work**

Since substantial discussion were done in agenda item 7, this agenda item was skipped.

# **New Business**

None.

1. **Next meeting(s)**

15:00 – 16:00 UK time, 29 January, 2020 (19 December meeting was canceled)

1. **Adjourn**

The meeting was adjourned at 15:54 London time.

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| Name | Affiliation |
| Takashi Egawa (Secretary) | NEC Corporation |
| Helen Hastie | Heriot-Watt University |
| Fahimeh Rajabiyazdi | U-Toronto |
| Andreas Theodorou | Umea Univ. |
| Atsushi Iwamura | Keio-U |
| Alan Winfield (Chair) | Bristol Robotics Laboratory |
| Roderich Muttram | IEEE |
| Iman Naja | U-Aberdeen |
| Naomi Jacobs | U-Aberdeen |
| Joseph Hackman | ASAPP, Inc. |
| Louise Dennis | U-Liverpool |
| Christy Bahn | IEEE-SA |
| Joanna Olszewska | UWS |
| Tom Kurihara | IEEE VT/iTS |
| Richard Veryard | Self |
| Randy K Rannow | Silverdraft Supercomputing |

Total 16.