**IEEE P7001 Working Group**

**Draft Meeting Minutes, 26 September 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 15:05.

# **Quorum**

The quorum was satisfied.

# **Approval of agenda**

The agenda was accepted.

# **Approval of the minutes**

The minutes was approved, with a correction to add Joanna as a participant.

# **IEEE Patent Policy**

No one declared patents related to P7001 work.
There was a question if trademarks and other IPRs need to be mentioned. After a short discussion the meeting understood there are treated in different manner.

# **Face to face meeting in Berlin, 1-3 October, and writing tasks**

Nell, Fahime, Richard, Andreas, Rod, Naomi will join. The focus of the meeting to write (if possible complete) scenarios (informative material to show how P7001 is used) based on an example and guideline Alan sent days before. New scenarios based on brain-storming, vignette and others are encouraged. This will become a very create time to proceed, and good chance to learn what other groups are doing.
Richard will arrive in the morning and may miss some discussions. Alan will ask Christy if it is possible to shift P7001 session to later hours.

# **Progress of the work**

Alan explained he had resolved almost all comments, so the draft was fairly clean.
There was a discussion if page 26 is too much in detail or specific, and Louise, who wrote that part, promised to check if they are too specific.
Alan then focused on Richard’s comment at the last part of section 1.2 in 3 May about insurance company and retrospective/proactive transparency. Alan explained his view that current P7001 well covers such aspects because 1) in user section, there is a description that enables users to get proactive transparency, 2) near-miss case can be handled in the same manner with real accident in current P7001. Louise proposed this issue may be covered by adding insurers to section 6.2.1, Validation and Certification Agencies and Auditors (or lawyers section). This addition will show insurers become a stakeholder not only after the incident but also before the incident, and it was agreed to manage this issue as proposed.

# **New Business**

None.

1. **Next meeting(s)**

15:00-16:00 UK time, 29 October, 2019

1. **Adjourn**

The meeting was adjourned at 16:08 London time.

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| Name | Affiliation |
| Alan Winfield (Chair) | Bristol Robotics Laboratory |
| Andreas Theodoru | Umea Univ. |
| Atsushi Iwamura | Keio-U |
| Bianca Ximenes | --- |
| Fahime Rajabiyazdi | U-Tronto |
| Iain Barclay | Cardiff-U |
| Joanna Olszewska | U-West of Scotland |
| Louise Dennis | U-Liverpool |
| Mark Underwood | Self |
| Milan Markovic | U-Aberdeen |
| Naomi Jacobs | U-Aberdeen |
| Richard Veryard | Self |
| Rob Wortham | U-Bath |
| Rod Muttram | UK/Ireland section, IEEE |
| Takashi Egawa (Secretary) | NEC Corporation |
| Randy k Rannow | Silverdraft Supercomputing |
| Nell Watson (Vice chair) | Singular-U |

Total 17.