**IEEE P7001 Working Group**

**Draft Meeting Minutes, 28 August 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 was approved, with a correction to add Joanna as a participant.

# **IEEE Patent Policy**

No one declared patents related to P7001 work.

# **Progress of the work**

The chair focused on the newly drafted section “5. How and when to use this Standard,” which was developed through subgroup discussion. Rob pointed out it is important to prevent readers misunderstand about the interpretation of scores (e.g., sum of the scores). The meeting agreed to improve the description to prevent such misunderstandings.

Andreas pointed out European Commission is now taking the same score sheet approach (not yet published) for applying standards, and therefore the newly proposed text is highly welcome.

Rod pointed out the description of section 5.2 that explains why system needs transparency is important because e.g., it helps people when they port a system to different domains. Alan explained the scenario he sent out the day before is in line with the comment, and asked if such ‘scenario’, not use cases, was a good approach. The meeting agreed the scenario approach is very useful.

Helen pointed out that the proposed smartVac scenario can be improved by adding e.g., people may not think the system as robots, it does logging, and such. The meeting welcomed the comments, at the same time the meeting understood that the scenario did not have to describe everything.

Fahime asked in which direction the scenarios would be developed in the future, and Alan explained that it is an important topic for the face-to-face meeting in Berlin, and Christy explained about the meeting. It’s a three-day writing session, budget for e.g. accommodation was covered by IEEE, and various P70xx WGs would meet in the same venue, which would become a good opportunity for networking. The invitation had been sent out to voting members, which was the only announcement. Participants do not have to join all three days. Christy is happy to answer further logistical questions.

Alan proposed writing scenarios as the objective of Berlin meeting, and the meeting supported the proposal. Nell will lead the meeting, and Rod, Naomi, Andreas, and Helen showed their interest of participation at the time of this conf-call.

# **New Business**

None.

1. **Next meeting(s)**

15:00-16:00 UK time, 26 September, 2019

1. **Adjourn**

The meeting was adjourned at 16:02 London time.

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| Name | Affiliation |
| Alan Winfield (Chair) | Bristol Robotics Laboratory |
| Andreas Theodoru | Umea Univ. |
| Christy Bahn | IEEE Staff |
| Fahime Rajabiyazdi | U-Tronto |
| Helen Hasty | Heriot-Watt University |
| Iain Barclay | Cardiff-U |
| Joanna Olszewska | U-West of Scotland |
| Jerome Kirsher | Self |
| Louise Dennis | U-Liverpool |
| Mark Underwood | Self |
| Naomi Jacobs | U-Aberdeen |
| Nell Watson (Vice chair) | Singular-U |
| Rob Wortham | U-Bath |
| Rod Muttram | UK/Ireland section, IEEE |
| Stamatis Karnouskos | SAP |
| Takashi Egawa (Secretary) | NEC Corporation |
| Vicky Hailey | BHG |

Total 17.