**IEEE P7001 Working Group**

**Draft Meeting Minutes, 29 October 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 of the date of the next meeting.

# **IEEE Patent Policy**

No one declared patents related to P7001 work.

1. **Feedback from the Berlin writing meeting, 1-3 October**

Participants of the Berlin meeting shared their feedback.

Nell explained that there was an advice from Rudy Schubert that some descriptions were like a guideline not a standard; we should say do/don’t, should, shall (Fahime also reported this). Based on that comment, additional requirements were added to each level and/or to each stakeholder section. Some examples, vignettes, were added. Some of them were donation from other WGs. ECPAIS group pointed out that a common pool of scenarios seems valuable, and Nell proposed to move forward. To this proposal, Randy argued that scenarios are application specific and sharing them may not be very effective, and could cause troubles on Intellectual Properties. Nell argued that scenarios are really application specific but some may be common, and she wants to proceed if it does not cause complicated IP issues. Christy pointed out that WG officers can request other WGs their drafts.

Another issue was raised by Andreas that the sessions for each WG (so P7001 WG) was short. But Naomi pointed out non-P7001 time was also useful.

Alan explained that there is no plan for joint WG meetings like Berlin, but P7001 F2F meeting that was held last June is possible. So it was agreed to fix its details. Dates is June or July of 2020, and currently there are two invitations, Bristol (Alan) and Sweden (Andreas).

Alan then started the discussion about the next step. He pointed out there are three (potentially four) issues. One is to solve comments from Daniella from IEEE-SA on styles and others. Alan will solve this. Second is scenarios, which need to be completed. Third is new content issue in section 5 and guideline-like description in section 6. Andreas provided additional explanation on the third issue. He explained that in Berlin the group received a comment from IEEE-SA staff that the description in section 6 are sometimes too domain-specific, and sometimes too vague. And they found that this issue may be solved by creating a new subsection, subsection 5.1, that explains how descriptions in section 6 should be understood and/or used. If this new section 5.1 is well described there is no need to change section 6.

On this Alan proposed to make two subgroups, one for scenarios, the other for new section 5.1. Its results would be submitted to the plenary and reviewed. The meeting agreed, and it was agreed that the scenario sub-group was chaired by Nell, and Randy, Fahime, Rod (invited), Takashi, Mark volunteered. And section 5.1 subgroup was chaired by Andreas, and Naomi,

# **Progress of the work**

Since substantial discussion were done in agenda item 6, this agenda item was skipped.

# **New Business**

There was a question if we should add transparency in Continuous Integration/Continuous Delivery (CI/CD) pipeline. The questioner promised to submit text proposal for the next meeting.

1. **Next meeting(s)**

15:00 – 16:00 UK time, 19 December, 2019

1. **Adjourn**

The meeting was adjourned at 15:55 London time.

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| Name | Affiliation |
| Alan Winfield (Chair) | Bristol Robotics Laboratory |
| Andreas Theodoru | Umea Univ. |
| Atsushi Iwamura | Keio-U |
| Christy Bahn | IEEE-SA |
| Emily Barwell | BPE |
| Fahimeh Rajabiyazdi | U-Toronto |
| Iain Barclay | Cardiff-U |
| Iman Naja | U-Aberdeen |
| Joseph Hackman | ASAPP |
| Louise Dennis | U-Liverpool |
| Mark Underwood | Self |
| Naomi Jacobs | U-Aberdeen |
| Nell Watson (Vice chair) | Singular-U |
| Randy k Rannow | Silverdraft Supercomputing |
| Richard Veryard | Self |
| Rob Wortham | U-Bath |
| Serena Booth | MIT |
| Takashi Egawa (Secretary) | NEC Corporation |
| Tom Kurihara | VT/ITS chair |
| Vichy Haily | VHG |

Total 20.