**IEEE P7001 Working Group**

**Draft Meeting Notes, 20 March 2020 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 15:06.

# **Quorum**

The quorum was not satisfied.

# **Approval of agenda**

The agenda was accepted.

# **Approval of the minutes**

The Notes of 26 February 2020 was noted (since it was not an official meeting there was no need to approve the notes).

# **IEEE Patent Policy**

No one declared patents related to P7001 work.

# **IEEE Copyright Policy**

The chair asked if there are any copyright issues by showing the material below, and there was no voice from the floor.  
<https://standards.ieee.org/content/dam/ieee-standards/standards/web/documents/other/copyright-policy-WG-meetings.potx>

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

Section 5.1 subgroup: has completed its work and has already been cloed.

Scenario sub-group: It has described 9 scenarios, all of them were not real-world scenarios. Alan explained 1-5 are rather short and to be included in the main body. 6-9 are rather long and will be in the annex. They are intended to show what P7001 levels an application should satisfy, or how P7001 should be used.

Randy volunteered to add a new scenario on facial recognition and was welcomed. Naomi (with Fahime) volunteered to add assessment aspect to the scenario, and was welcomed because currently most scenarios focuses on the specification aspect, not assessment aspect. There was a question from Helen and Randy that some of the high-level issues are too complicated, but it was agreed such aspirational levels are OK. We have to be cautious that high-level in specification do not necessary mean high-level in assessment because sometimes we fail to satisfy the specification. It was also pointed out that in some description the meaning of “user” was not clear enough and needs to be checked. It was also agreed that some scenarios mentions real historical incidents, and they need to be anonymized.

Based on the discussion Naomi and Fahime will revise the scenarios, and Randy a new scenario.

Editing sub-group, currently Helen, Serena and Nell volunteered, will start cleaning up the document and hopefully report back by the next April meeting.

# **Progress of the work**

The work was in sub-group, and no discussion was made for other parts of the document.

# **New Business**

None.

1. **Next meeting(s)**

15:00 – 16:00 UK time, 29 April, 2020  
15:00 – 16:00 UK time, 28 May, 2020

1. **Adjourn**

The meeting was adjourned at 16:00 UK time.

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| Name | Affiliation |
| Alan Winfield (Chair) | Bristol Robotics Laboratory |
| Helen Hastie | Heriot-Watt University |
| Naomi Jacobs | U-Lancaster |
| Fahimeh Rajabiyazdi | U-Toronto |
| Iman Naja | U-Aberdeen |
| Milan Marcovic | U-Aberdeen |
| Iain Barclay | Cardiff-U |
| Randy K Rannow | Silverdraft Supercomputing |
| Nell Watson (Vice chair) | Singularity-U |
| Maeva Ghanda | UM Ventures |
| Atsushi Iwamura | Keio-U |
| Takashi Egawa (Secretary) | NEC Corporation |

Total 12.