**IEEE P7001 Working Group**

**Draft Meeting Minutes, 26 June 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 15:04.

# **Quorum**

The quorum was satisfied.

# **Approval of agenda**

The agenda was accepted.

# **Approval of the minutes**

The minutes of 28 May 2020 were approved.

# **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**

Alan thanked to Nell Watson, Naomi Jacobs, Serena Booth, Andreas Teodorou and Helen Hastie for their work in the editing sub-group, and also thanked to Rob Wortham, Rod Muttram, Ben Schniderman, Randy Rannow, Milan Markovic for their contribution.

He explained the changes editing sub-group made after May meeting. Unused term (interpretability) was deleted from the definition, in 5.1.1, IEC/IEEE std 82079 ‘Preparation of information for use (instructions for use) of products,’ an IEC/IEEE standard for documentation was added to 5.1.1, ‘industry standard’ for data logging in section 5.2.2 level 3 was changed to ‘open standard’ because there is no international standard, and a few vague terms, e.g., accessible, were clarified, changed or deleted.

A discussion was made if it is OK to describe the name of a particular company or product in the scenario annex. The meeting agreed to remove the sub-section that contains such name.

Necessity for typographical changes were found, but the meeting understood that it can be corrected before the draft is submitted to the ballot.

# **Approval to move P7001 draft D1.2 to the Standards Committee for IEEE SA Ballot**

Nell proposed a motion to the WG that the WG move P7001 draft D1.2 to the Standards Committee for IEEE SA Ballot. The motion was seconded by Andreas and Rod, and approved unanimously. No abstention.

# **New Business**

Michael pointed out that P7001 PAR expires at December 2020, and advised to request the extension of the PAR after starting the ballot. Alan and Tom welcomed the advice.

Additional explanation on forming the ballot group was made from Tom and Michael, based on the explanation made at the previous meeting. For example, the group has to be balanced and five categories, user, producer or manufacturer, general interest, academic, and government should be included.

1. **Next meeting(s)**

15:00 – 16:00 UK time, 30 July, 2020

1. **Adjourn**

The meeting was adjourned at 15:55 UK time.

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| Name | Affiliation |
| Andreas Teodorou | Umea-U |
| Alan Winfield (Chair) | Bristol Robotics Laboratory |
| Didem Gurdur Broo | --- |
| Emily Barwell | Self |
| Fahimeh Rajabiyazdi | U-Toronto |
| Helen Hastie | Heriot-Watt University |
| Iain Barclay | Cardiff-U |
| Iman Naja | U-Aberdeen |
| Joanna Olszewska | U-West of Scotland |
| Larry Nadel | NIST |
| Louise Dennis | U-Liverpool |
| Michael Kipness | IEEE-SA staff |
| Milan Markovic | U-Aberdeen |
| Naomi Jacobs | U-Lancaster |
| Nell Watson (Vice chair) | Singularity-U |
| Rob Wortham | U-Bath |
| Roderick Muttram | Fourth Insight Ltd. |
| Serena Booth | MIT |
| Takashi Egawa (Secretary) | NEC Corporation |
| Tom Kurihara | VT/ITS chair |
| Vicky Hailey | CMC Canada |

Total 20.