**IEEE P7001 Working Group**

**Draft Meeting Minutes, 28 May 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 satisfied.

# **Approval of agenda**

The agenda was accepted.

# **Approval of the minutes**

The minutes of 20 March 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. **IEEE standards Balloting process**

Christy explained the process of ballot when the draft becomes mature enough, using material entitled ‘How to Join an IEEE-SA Ballot’ sent to P7001 mailing list on 27 May (Its revised version was also sent to the mailing list on 3 June). A ballot group is formed for the review, and you need to (1) pay the IEEE-SA per-ballot fee ($309.00 USD) or (2) be an IEEE-SA member to be a member of the ballot group.

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

Alan explained the recent work of the editing sub-group. The editing group has reviewed the whole document and made many editorial revisions.

The WG discussed whether we should aim to move to ballot at the next WG call or not. It was agreed that the WG would review the output of the editing group, with the aim of moving to ballot at the next WG call on 26 June.

To achieve this, editing subgroup would continue its final editing, and the WG was requested to submit comments to the editing subgroup by 19 June, when draft D1.2 will be frozen for review by WG members in time for the 26 June 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, 26 June, 2020

15:00 – 16:00 UK time, 30 July, 2020

1. **Adjourn**

The meeting was adjourned at 15:41 UK time.

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| Name | Affiliation |
| Alan Winfield (Chair) | Bristol Robotics Laboratory |
| Andreas Teodorou | Umea-U |
| Atsushi Iwamura | Keio-U |
| Fahimeh Rajabiyazdi | U-Toronto |
| Helen Hastie | Heriot-Watt University |
| Iain Barclay | Cardiff-U |
| Iman Naja | U-Aberdeen |
| Joanna Olszewska | U-West of Scotland |
| Joanna Bryson | Hertie School of Governance |
| Joseph Hackman | ASAPP, Inc. |
| Larry Nedal | NIST |
| Louise Dennis | U-Liverpool |
| Milan Markovic | U-Aberdeen |
| Naomi Jacobs | U-Lancaster |
| Nell Watson (Vice chair) | Singularity-U |
| Randy K Rannow | Silverdraft Supercomputing |
| Richard Veryard | Self |
| Rob Wortham | U-Bath |
| Roderich Muttram | Fourth Insight Ltd. |
| Serena Booth | MIT |
| Takashi Egawa (Secretary) | NEC Corporation |
| Tom Kurihara | VT/ITS chair |

Total 22.