**IEEE P7001 Working Group**

**Draft Meeting Minutes, 29 January 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 25 November 2019 was approved, with editorial corrections.

# **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: Andreas reported that the sub-group had one meeting and generating new texts, for section 5.1.1, 6 and others. The group would have one more meeting and would basically complete the work and reported back to February meeting.

Scenario sub-group: scenarios are collected for various sectors, and have got some feedbacks. Length and the level of details are not the same. They are integrated into one document. And Nell asked which one should be included in P7001, in which place (main body, annex or appendix). Intention and how to use ‘potential dimensions of Scenarios’ table in P7001 was asked, and it was explained that the original intention was to share common understandings with other P70xx groups in Berlin F2F meeting. There were discussions about how to collaborate with other groups, but the meeting agreed not to include potential dimensions of scenarios table in P7001. As for the use cases, shorter ones would be included in the main body by clearly showing that they are informative. Longer ones would go to appendix. Another question was raised that P7001 scope (establishing metrics and others) and these new use cases might not be aligned though these are very helpful information for implementers. Alan explained that P7001 describes system level, not design-level details. And it was understood that the use-cases need more editing to be useful for such purposes. The sub-group was asked to complete the task by the end of March and report back at March meeting.

# **Progress of the work**

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

# **New Business**

Randy mentioned events, e.g., on high-performance computing and transparency, and the floor was recommended to contact Randy if interested.

Alan informed the meeting that he and Nell had a conf-call with a Finland colleague, and she was interested in submitting PAR on transparency on autonomous vehicle, possibly as P7001.1.

1. **Next meeting(s)**

13:00 – 14:00 UK time, 26 February, 2020

15:00 – 16:00 UK time, 20 March, 2020

1. **Adjourn**

The meeting was adjourned at 15:58 London time.

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| Name | Affiliation |
| Alan Winfield (Chair) | Bristol Robotics Laboratory |
| Andreas Theodorou | Umea Univ. |
| Emily Barwell | Self |
| Iain Barclay | Cardiff-U |
| Iman Naja | U-Aberdeen |
| Joanna Olszewska | UWS |
| Louise Dennis | U-Liverpool |
| Mark Underwood | Self |
| Naomi Jacobs | U-Lancaster |
| Nell Watson (Vice chair) | Singularity-U |
| Randy K Rannow | Silverdraft Supercomputing |
| Richard Veryard | Self |
| Robby Gogani | Umea Univ. |
| Rob Wortham | U-Bath |
| Roderick Muttram | IEEE |
| Serena Booth | MIT |
| Takashi Egawa (Secretary) | NEC Corporation |

Total 17.