**IEEE P7001 Working Group**

**Draft Meeting Notes, 26 February 2020 13:00 – 14:00 London time**

**Recorded by Takashi Egawa, Secretary**

# **Call to Order**

Meeting called to order by Alan Winfield, the chair of the group at 13:04.
Alan announced this was not an official meeting because the announcement of the meeting and the agenda were not sent out 30 days in advance.

# **Quorum**

The quorum was not checked since this was not an official meeting.

# **Approval of agenda**

Approval of agenda was not made since this was not an official meeting.

# **Approval of the minutes**

Approval of the minutes of 29 January 2020 was not made since this was not an official meeting.

# **IEEE Patent Policy**

Patent policy issue was skipped since this was not an official meeting.

# **IEEE Copyright Policy**

Copyright policy issue was skipped since this was not an official meeting.

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

Section 5.1 subgroup: Alan reported the followings. Subgroup had a meeting, completed the work and closed. Alan thanked to Andreas and subgroup members. Since substantial change is necessary to integrate its output, Alan created D1.1, a new fork. The integration of the output has not yet finished. Alan will complete it in a few days. When the integration completes, D1.1 will be the baseline (and will become new D1 in the end). D1.1 do not contain the comments in D1, but they were still alive.

The changes made in D1.1 are in red. They are

1. Previous section 5.1.1 is now annex A.
2. Normative definition in section 5 (former section 6) are now described using shall.

Alan requested the meeting to review the changes.

Alan proposed to create ‘editing subgroup’ to clean-up the text. Helen, Serena and Nell volunteered. Alan will lead. The plan is to make the first draft out after 20 March meeting.

Scenarios subgroup: No updates from the previous call. Since there are enough scenarios, Alan and Nell will curate them and finalize the scenario.

These work will ideally enable WG to start the ballot by the end of April.

# **Progress of the work**

No discussion.

# **New Business**

None.

1. **Next meeting(s)**

15:00 – 16:00 UK time, 20 March, 2020

1. **Adjourn**

The meeting was adjourned at 13:30 London time.

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| Name | Affiliation |
| Alan Winfield (Chair) | Bristol Robotics Laboratory |
| Emily Barwell | Self |
| Helen Hastie | Heriot-Watt University |
| Iman Naja | U-Aberdeen |
| Joanna Olszewska | UWS |
| Milan Markovic | U-Aberdeen |
| Nell Watson (Vice chair) | Singularity-U |
| Serena Booth | MIT |
| Takashi Egawa (Secretary) | NEC Corporation |

Total 9.