

**IEEE P7002 Working Group
Meeting Minutes - DRAFT
18 January 2018 /12:00 P.M. – 1:30 P.M. EST Teleconference**

1. Call to Order

The meeting was called to order at 12:04 P.M. by the WG Chair

2. Roll call and [Disclosure of Affiliation](#)

The list of attendees present is attached.

3. IEEE Patent Policy (Call for Patents)

The call for patents was raised; no one raised any concerns or any comments for consideration.

4. Approval of Agenda

Motion to approve the meeting agenda. Moved by Dennis Holstein, Second Nancy Landeville. The agenda was approved as submitted without objection.

5. Approval of November 2017 Meeting Minutes

Motion to approve the November 2017 Meeting Minutes. Moved by Dennis Holstein, Second Nancy Landeville. The November 2017 meeting minutes was approved as submitted without objection.

6. Chair and Co-Chair Updates

a. Review the [PAR](#), Michelle Dennedy

Michelle reviewed the scope, purpose and stakeholders on the PAR.

7. Sub Group Updates @ 9:35am

- a. Outcomes Subgroup
- b. Basic Definitions Subgroup
- c. KPIs, Quality Assurance Requirements, Measurement of Success Subgroup
- d. Privacy Enhancing Methodology Subgroup
- e. Organizational Readiness and Operationalization Subgroup
- f. Implementation and Guidelines Subgroup
- g. Awareness and Training Subgroup
- h. Frontier Technology Subgroup
- i. Privacy Enhancing Technology Subgroup

8. Reviewing Subgroup guidance, Michelle Dennedy

- a. Deliverables
- b. Subgroup re-organization-
Matt Silveira suggested outline then restructure. There was general agreement from the members.

9. New Business for Future Meeting

10. Future Meetings and Meeting Times

- 22 February, 12:00 PM – 1:30 PM (EST)
- 25 April, 12:00 PM – 1:30 PM (EST)
- 17 May, 00 PM – 1:30 PM (EST)

11. Adjourn

Motion to adjourn the meeting agenda. Moved by Dennis Holstein, Second Guy Cohen. The meeting was adjourned at 1:22 P.M. (EST)

Attendees:

Last Name	First Name	Employer/Affiliation
Andersdotter	Amelia	Article 19
Ayyash	Mousa	CSU
Boeckl	Kaitlin	NIST
Chiozzi	Diego	Self
Cohen	Guy	Privitar
Dean	Shelia	Self
Dennedy (Chair)	Michelle	Cisco
Fox	Jonathan	Cisco
Holstein	Dennis	OPUS Consulting Group
Lee	Ginny (Virginia)	ServiceNow
Lefkovitz	Naomi	NIST
McStay	Andrew	Bangor University, UK
Murahwi	Zvikomborero	ICT
Nadeau	Ellen	NIST
Nadler	Sima	IBM Research Lab.
Page	Brian	Genband
Parker	Charles	Miel
Parkinson	John	Allstate Corporation
Putchala	Santosh	Ontario Ministry of Attorney General.
Ramlal	Babita	Innovation Office
Reilly	Annette	Unaffiliated
Royal	K.	TRUSTe
Rubin	Harry	Self

Schoeneich	Denise	Intel Corporation
Silveira (Secretary)	Matt	Objective Business Solutions, Inc.
Tanware	Rahul	Broadsoft
Tibodeau	Mike	Cisco
Underwood	Mark	Krypton Brothers
White	Alexander	Self
Bahn	Christy	IEEE-SA (staff)