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

1. **Call to Order**
   The meeting was called to order at 12:10 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 Nancy Landerville, Second Dennis Holstein.** The agenda was approved as submitted without objection.

5. **Approval of January 2017 Meeting Minutes**
   Motion to approve the January 2017 Meeting Minutes. **Moved by Dennis Holstein, Second Nancy Landerville.** The January 2017 meeting minutes was approved as submitted without objection.

6. **Chair and Co-Chair Updates**
   a. Announced leadership change: Michelle Dennedy will be stepping down at Working Group Chair. She has not announced a date she will be stepping down by. More information will be communicated to the group when it becomes available.

7. **Sub Group Updates @ 12:15pm**
   a. **Outcomes Subgroup**, Matt Silveira had nothing to report.
   b. **Basic Definitions** Subgroup - None
   c. **KPIs, Quality Assurance Requirements, Measurement of Success Subgroup**, Dennis Holstein. A technical report due Aug. 2018
   d. **Privacy Enhancing Methodology Subgroup**, Naomi Levfcowitz,
      No chair update. There are no deadlines in place, evaluating methodologies. Naomi is discussing concept of privacy model and approach or “lens”.
   e. **Organizational Readiness and Operationalization Subgroup**, Jonathan Fox had nothing to report.

f. **Implementation and Guidelines Subgroup**, Zviko Murahwi
Mapped objectives, no deadlines set.
g. **Awareness and Training Subgroup**. No chair, no updates.
h. **Frontier Technology Subgroup**. No chair. Michelle G.- no updates, no meetings.
i. **Privacy Enhancing Technology Subgroup**, Guy Cohen
Updates related to division of effort to categorize PETS, list of PETS consideration, key features of PETS . Questions for group: Approach and direction? Issue with changing nature of PETS- how specific? How will PET attributes will be maintained and updated? How specific to define PETS? "Horizon" technologies versus PETS (current/future state)?

8. Reviewing Subgroup guidance, Michelle Dennedy

a. **Deliverables**
b. **Subgroup re-organization**
Matt Silveira suggested outline then restructure. There was general agreement from the said flow from subgroups into master deliverable. Follow working group policies and procedures. For example, meeting notes, attendance, topics, presentation, instead of formal motions there is a straw poll. Concept is consensus at every level, subgroups are more focused elements of working group.
c. **PAR – Sponsor balloting process**. After the draft is mature, about 10 months. Deadline is December 2018 for a 2st draft.

9. New Business for Future Meeting

a. Face to Face Meeting discussion, conference bridge? Dr. Nancy Longerman
b. Jonathan – draft document writer/scribe – validated
c. Guy Cohen – process for next steps… resetting chair roles

10. Future Meetings and Meeting Times

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

11. Adjourn

Motion to adjourn the meeting agenda. **Moved by Dennis Holstein, Second Dr. Nancy.** The meeting was adjourned at 1:18 P.M. (EST)

Attendees:

Last Name	First Name	Employer/Affiliation	Voting
Coelho	Paulo	Everglee Consulting Services	
Cohen	Guy	Privitar	x
Dennedy (Chair)	Michelle	Cisco	x
Fox	Jonathan	Cisco	x
Holstein	Dennis	OPUS Consulting Group	x

Murahwi	Zvikomborero	ICT	x
Nadler	Sima	IBM Research Lab.	x
Parker	Charles	Miel	
Parkinson	John	Allstate Corporation	x
Ramlal	Babita	Ontario Ministry of Attorney General. Innovation Office	
Rubin	Harry	Self	x
Silveira (Secretary)	Matt	Objective Business Solutions, Inc.	x
Underwood	Mark	Krypton Brothers	
Vance	Richard	Software Safety LLC	
White	Alexander	Self	x

Alvarado	Natasha	IEEE-SA (staff)
Goldberg	Jonathan	IEEE-SA (staff)