**IEEE P7002 Working Group Meeting
Draft Minutes
19 November 2020 /12:00 P.M. – 1:00 P.M. EDT
Teleconference***Meeting Minutes recorded by Bob Donaldson, Working Group Secretary*

1. **Call to Order**Meeting started at 12:02 Eastern Time.  Called to order by Matthew Silveira, Working Group Chair. A quorum was established.
2. **Roll call and** [**Disclosure of Affiliation**](http://standards.ieee.org/faqs/affiliation.html)
Disclosure and Affiliation Statements.
3. **IEEE Patent Policy (**[**Call for Patents**](https://development.standards.ieee.org/myproject/Public/mytools/mob/slideset.ppt)**)**
	1. The call for patents was raised; no one raised any concerns or any comments for consideration.
4. **IEEE SA Copyright (**[**IEEE SA Copyright Policy**](https://standards.ieee.org/content/dam/ieee-standards/standards/web/documents/other/copyright-policy-WG-meetings.potx)**)**
	1. **Additional Copyright Guidance**
		1. Matt Silveira reviewed the current IEEE SA Copyright policy
		2. Please consider reviewing this additional information regarding the IEEE copyright policy. [Copyright Policy PowerPoint](https://standards.ieee.org/content/dam/ieee-standards/standards/web/documents/other/copyright-policy-participants.potx)
5. **Approval of Agenda**

***Motion to approve the meeting agenda.*** Moved by John Wunderlich and seconded by Ted Bardusch. Agenda approved with no objections.

1. **Approval of October Meeting Minutes
*Motion to approve the October 2020 Meeting Minutes.***  Moved by John Wunderlich and seconded by Ted Bardusch. The October 2020 meeting minutes were approved as submitted and as modified in the meeting, without objection.
2. **Chair Update:**
	1. P7002 invitation to ballot issued
		1. Document is to be published by December 14 for the reviewers.
		2. Ballot to be opened for comments and voting on January 11, 2021.
		3. Comment Resolution Group (CRG) will be formed at the December 2020 meeting.
	2. Invitation to ballot/ SA balloting – Christy Bahn
		1. Ballot group has 44 members at present and the group is balanced per the IEEE guidelines.
		2. Reminder to all P7002 working group members that to vote they must be IEEE – SA members.
3. **Technical Editor Update**
	1. Legal edits completed.
	2. Two actions remain to be completed prior to the document being published on December 14.
		1. Abstract required – agreed that the current scope verbiage will be used for the Abstract.
		2. Introduction – to be a high-level mapping of the document.
4. **New Business:**
	1. Babita Ramlal - Canada Update:
		1. Québec Proposes Privacy Bill with Teeth
		2. Ontario Ponders Requirements for Data Collection by Private Bodies

(Deferred until December meeting as Babita had a business engagement that prevented her from attending.)

1. **Future Meetings and Meeting Times**
	1. December 17 - 12:00 PM – 1:00 PM (EDT)
	2. January 20, 2021 - 12:00 PM – 1:00 PM (EST)
	3. February 18, 2021 - 12:00 PM – 1:00 PM (EST)
	4. March 18, 2021 - 12:00 PM – 1:00 PM (EST)
2. ***Motion to adjourn the meeting.*** The meeting was adjourned at 12:48 PM (EDT) without objection.

**Attendees at the November 19 meeting**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Meeting attendance** |  |  | **10/15/2020** | **11/19/2020** |  |  |
|  |  | **Voting Member Count** | 15 | 15 |  |  |
| **First Name** | **Last Name** | **Affiliation** | **Role Last Meeting** | **Role Next Meeting** | **Officer** | **Yes 14/15** |
| Ted | Bardusch | Termly | V | V |  | x |
| Kaitlin | Boeckl | NIST | V | V |  | x |
| Diego | Chiozzi | Self | V | V |  | x |
| Guy | Cohen | Privitar | V | V |  | x |
| Bob | Donaldson | BMRiLLC | V | V | Secretary | x |
| Jonathan | Fox | Cisco | V | V |  | x |
| Vicky | Hailey | VHG | V | V |  | x |
| Naomi | Lefkovitz | NIST | V | V |  | x |
| Zvikomborero | Murahwi | ICT | V | V |  | x |
| Randy  | Rannow | Silverdraft Supercomputing | V | V |  | x |
| Denise | Schoeneich | Intel Corporation | V | V |  | x |
| Matt | Silveira | Objective Business Solutions, Inc. | V | V | Chair | x |
| Mike | Tibodeau | Cisco | V | V |  | x |
| John | Wunderlich | Self | V | V | Vice-Chair | x |